DICTATION *for* BEGINNERS

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DICTATION FOR BEGINNERS

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Graded according to the Units of
THE GREGG SHORTHAND MANUAL
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PREFACE

Most teachers agree that shorthand forms and the principles governing their construction are more easily learned and longer remembered if written several times in their natural language setting than if practiced as single forms. Moreover, this procedure approaches more directly the ultimate use of shorthand. Practice on individual word forms, however, is useful in acquiring executional facility.

"Dictation for Beginners" is designed to supply connected dictation material to supplement the Anniversary Edition of the Gregg Shorthand Manual. The material is graded and arranged according to the units, and also the principles in the units, of the Manual. It incorporates unit for unit quite completely the vocabularies contained in the Manual and "Gregg Speed Studies," and so emphasizes words and expressions that are basic and fundamental in a practical vocabulary for business and other purposes.

For the convenience of both teacher and student, a brief explanation of the principles involved in the various units is printed in bold type, and this is followed by material in which the principles can be directly applied.

In using connected matter, such as is presented in "Dictation for Beginners," the student must of necessity use the common, familiar words of the language, and the repetition thus afforded tends to make their writing automatic. Use of this kind of material also involves a constant review of the principles previously covered before they have had time to be forgotten or crowded out by principles more recently learned.

To make the best use of the material, the book should be

placed in the hands of students. During the time the student is studying the first nine chapters, at least, some preparation should be made on the sentences and letters before dictation is given. Writing the sentences or letters once from the printed copy, so that the student may have an opportunity to write the material and have it corrected, and thereafter practicing the correct forms for any words or phrases incorrectly written, will be sufficient preliminary preparation.

The emphasis should then be placed on dictation. New words and words in unfamiliar forms of expression furnish one of the chief difficulties for any writer to overcome. Dictation of unpracticed material puts the student in the position of forcing himself to construct the outlines for new words. His power to do this under dictation conditions is a vital factor in acquiring ultimate skill. This power can and should be developed from the first by the daily use of dictation drills as a basic factor in learning. Under this procedure skill in writing from dictation is built up from the first. The student steadily develops note-taking power throughout the course, and his speed is a natural growth. Each principle becomes usable in dictation form before another is presented.

For convenience in dictation, the word count of each sentence is given in parentheses at the end. The letters are counted in groups of ten words.

We believe that "Dictation for Beginners" furnishes graded supplementary material that will be invaluable to both teacher and student.

THE GREGG PUBLISHING COMPANY

DICTATION FOR BEGINNERS

CHAPTER I

UNIT 1

Circles Joined to Curves

1. Ray will hail Lee. (4)
2. Al will not hear Lee. (5)
3. I will hear Ray hail Lee. (6)
4. Ella cannot go in the alley. (6)
5. I will not lay the key in the alley. Harry Hill will lay it there. (15)

Circles Joined to Straight Lines

1. I am going in an hour. (6)
2. Ed would not go, would he? (6)
3. Anna hit me in the knee. (6)
4. I hate the hat Anna had. (6)
5. May would not eat the ham. (6)
6. Ed cannot add well. Hattie will aid him. Hattie can add well. (12)
7. Emma hit him in the head. (6)
8. Ed will lay a hat in the tree. Amy will aim at it. Amy cannot hit it. Henry can hit it. He can aim well. (25)

UNIT 2

Circles Between Strokes. *Angles*

1. The rail lay in our alley. It lay there in the rain. Ray Hill will lay it in our mill. He will lay it there in an hour. (28)

2. I will meet the maid at the train. I will get Nettie to go, too. Nettie and I can meet her in the middle of the day. (27)

3. Nellie will get a middy. Our maid can make it. Nellie will get a neat middy. (16)

4. The cattle came to the gate of our lane. It was raining. Kitty ran to get the cattle in the lane. (21)

5. Lay the lily in the tray. I will not lay it in the tray. The lad can lay it there. The lad will lay the red lily in the tray. (30)

6. It was a rainy day. Dan had to get Tim at the train. Nettie made Dan get the team ready. The train was an hour late. (26)

7. Can the deacon go in the train? He can take our ticket. Dick will not take the ticket. (18)

8. Can Dick go? He will not take Kate in the game. I can take Kate. I can take her in the game. I will get her in the hack in an hour. (32)

9. Dan is going to Lynn. I will get him a good tale. He can read it in the train. (19)

All Types of Joinings

1. Mamma was making Minnie a hat to go with her dark-green middy. Minnie had to get tea ready. Daddy and Mr. Main came in and had tea with them. (30)

2. Mr. Garrett is going to Gary. He will take Carl with him. (12)

3. The elm tree cracked in the gale. It was wrecked. The crack will kill the tree. (16)

4. Carl was making a dam by the mill. The gale came. Carl ran in the mill. (16)

5. Carl is a tricky little lad. He made a racket at the League rally. (14)

6. Carrie was going to get tea. There was a crack in the kettle. The crack made the kettle leak. Carrie cannot make tea in the leaky kettle. (27)

7. Ned had an acre of grain. He was eager to get it in, but he had to get our gray team. It made him late in getting the grain, but he had it in by dark. (35)

8. I am going to the dairy to get the milk. Will you go with me? I will not go without you. I will be there by dark. (27)

9. Mr. Dan Green, Lynn, Illinois.

Dear Sir: Can I get cream at your dairy? Our[10] lad, Glenn, will be there in an hour. He can[20] get it. Yours truly, (24)

T Curved to Form Th

1. Edith read that tale to Kenneth and Mark. Then they read it to Glenn. This is a great tale. That tale is a myth. (24)

2. Edith had her theme with her, but would not read it to them. (13)

3. Kenneth and Mark lay in the thick hay. Glenn came to greet them there. He made them go to the market with him. They made him treat them. (28)

UNIT 3

Frequent-Word Drill

1. Eight men came here today. They would like to get milk at the dairy. (14)

2. I am ill. I came here to get well. I will remain a month. (14)

3. Ted made a wreck of our good net, but I can mend it. It will not take more than a minute. (21)

4. I hated to get Dale to go in the rain, but he was willing. (14)

5. I was in the country. I needed money, but I could not get any there. Where could I get money in the country? (23)

6. Were all of them here when you came? What is the truth? (12)

7. Did those men take the little kid with them today? Where did they go? (14)

8. Ned is getting ready to go to the country. When he is ready, Dad will take him to the train with the gray team. (24)

9. When I came into the train, Ned was there. He was there all the time. (15)

10. In the country you can get good, clean milk, and an egg any time you would like it. (18)

11. I meant to go to the mill today to aid Dad, but there was a wreck at the lake. (19)

12. Ed met Ada at the train at eight. He ran at a good rate, but he was late getting there. (20)

13. It is a mean trick to get the little kid to go to the market in the dark. (18)

14. Where were you the other day? I needed you to clean my attic. Come when you can. It will take all day. (22)

15. Dad would like a little elm tree. I am going to the country to get it. I need you to go with me. I will take our rig. Can you go? (31)

16. Dick: I am going to Gary today to get my[10] gray hat. Can you and Dean go with me? I[20] will go in the train at two. Meet me there.[30] Harry. (31)

17. Mr. Harry Deane, Garrett, Illinois.

Dear Sir: Can you meet me in Lynn to go[10] into the data

of our mill? I can meet you[20] there any day this month. Yours truly, (27)

18. Mr. Dan Hill, Glenn, Illinois.

Dear Sir: The data you desire is all ready, but[10] I am needed here all the time. I cannot go[20] to Lynn this month. Is there any time when you[30] could come here? Yours truly, (35)

19. Mr. Mark Henry, Lynn, Illinois.

Dear Sir: I hear that the creamery at Green Lake[10] is ready to take all the milk and cream they[20] can get. I am going there today and can take[30] you and Mr. Drake with me if you would like[40] to go. Yours truly, (44)

20. Mr. Dick Reed, Miller, Illinois.

Dear Sir: There is a good mill here, and I[10] can get it, but my money is limited. More money[20] will be needed than I can get. Can you get[30] me what I need? Yours truly, (36)

21. Ed Crane, Dale, Illinois.

Dear Sir: Can you get that mill at a good[10] rate? And when you get it, can you make any[20] money? What will you make in the mill? Is there[30] a good market? I can get you the money needed,[40] but I desire all the data. Yours truly, (48)

22. Mr. Dick Reed, Miller, Illinois.

Dear Sir: Two men had this mill, but they desire[10] to get rid of it. Mr. Clay is ill. The[20] mill is making money today. They are making a good[30] metal milk can, and there is a market in this[40] dairy country. I am eager to get into this and[50] will get you all the data you would like. Yours[60] truly, (61)

CHAPTER II

UNIT 4

Down Strokes B and P

1. Mr. Perry had a bill at the mill. He will go to pay the bill. He will be there about an hour. (22)

2. Belle will take our baby to the park. The baby will play there. They will be at the park all day. (21)

3. Pearl: Mr. Pratt gave Belle a little pear tree. Can Abe[10] help her put it in our park? I shall pay[20] him well. Perry. (23)

Add Straight Down Strokes

4. Mr. Page put an ad in the paper. He will need help in reaping his grain. Papa read the ad in the paper. He will help Mr. Page. (28)

5. Many people would like a plan of the bridge in our park. I shall put one in the paper, where all can read about it. (25)

6. Mr. Bell put all the men in jail. It was chilly in the jail. (14)

7. Jerry had a pretty shell. A little lad came over and played with Jerry. He put shellac in that pretty shell. (21)

8. There is jelly in the dish in the kitchen. Mr. Sharp would like it. Jerry will get the jelly. (19)

9. Mr. Page: I read in the paper your ad about[10] needing help in reaping your grain. I shall be over[20] to help you about two today. Yours truly, (28)

10. Mr. Blake: I should like to get rid of all[10] my sheep. Can you take any of them? Yours truly, (20)

11. Mr. Henry Blaine, Black Lake, Maine.

Dear Sir: I am shipping you today all the paper[10] that you will need this month. I shall get more,[20] and shall then ship it to you. Yours truly, (29)

Down Strokes F and V

1. I shall take half the fee. I shall get Effie to take half. If Effie will not take it, I shall take all the fee, but I shall take half if Effie will. (33)

2. My memory is very vague about this affair. I fear I cannot give you very much help. (17)

3. I am not half his age. (6)

4. I should like an ash tree at each edge of our park. Jay will put them there for me. (19)

5. Dear Sir: I should like your help for one day,[10] if you can come. I shall pay you a good[20] fee if you will help me. Yours truly, (28)

6. Mr. Sharp: I shall have time to go to the[10] market today. Shall I pay Mr. Shelly for you? If[20] you would like this plan, have Jerry come over with[30] your check. Yours truly, (34)

"Opposite Curves" and "Outside of Angles"

1. The alley will be paved with brick. (7)

2. Phoebe may fib about her age. (6)

3. Phoebe may fib, but Fanny will hear the truth about her age. (12)

4. A beaver made a dam in the creek by the bridge. (11)

5. Not a leaf would be left if the gale raged. (10)

6. I have not given any pledge for the cash that Dave let me have. (14)

7. Jane fell from the pier, but she reached the raft. (10)

8. Will the jade hat be a good match for the jacket that Jeannette had? (14)

9. Betty had a pin in her palm. (7)

10. Put the pen back in the dish. (7)

11. Peggy will bake the bread for tea. (7)

12. Patty would not pack the grip for Ben, but Pete packed it. Ben had a good trip in the ship. (20)

13. Blanche: I shall pay cash for the bacon, but if[10] I get fresh fish, I shall pay for it by[20] check. I have little ready cash. Jennie. (27)

14. Pat: I shall not have any cash for Betty, but[10] shall give her a check in the letter that I[20] shall give Ben for her. Ralph. (26)

General Practice

1. If this should happen again, the bridge would break. Then Mr. Sharp would have to get more labor to put it in good shape again. (25)

2. Mr. Bennett had been here about an hour when Alfred came back with the evening paper. (16)

3. These people have been here all day, and they plan to come again in one month. (16)

4. Ralph: After I met Jim Terry I had but half[10] an hour before me, but I reached the ship. I[20] shall not leave it again before dark. Please meet me[30] here. Jack. (32)

5. Fred: I shall be free in about an hour. I[10] will go if Jack will. Have him meet me at[20] the pier in an hour. Philip. (26)

6. Dan Bailey, Lake Mill, Maine.

Dear Sir: I have had a letter from Dick about[10] the change in the plan for paving the alley back[20] of your mill. It will

be paved with brick, but[30] it cannot be paved before May. Can you pay for[40] it then? Yours truly, (44)

7. Fred Lane: I shall be happy to have that paving[10] finished in May. I can give a check for it[20] at that time. Yours truly, (25)

8. The Peck Feed Mill, Garrett, Illinois.

Mr. Peck: I should like to get more feed for[10] the beef cattle at my ranch here in Green Valley.[20] If you will get it here by February 4, I[30] will pay all my bill at that time. Yours very[40] truly, (41)

9. Fred Sherrill, Black Hill, Maine.

Dear Sir: I shall have to change the frame in[10] which your bridge lamp is packed before I can ship[20] it to you. This will mean a brief delay. I[30] shall have to get help, for my time is limited.[40] I shall get help today if I can, and shall[50] ship the lamp before Saturday. It will then reach you[60] before February 1. Yours truly, (65)

Brief-Form Drill

1. One after the other, most of the people came from the ship. (12)

2. I should like to hear about every change made in our plan. (12)

3. Have you ever been here before? I have to come over every month. (13)

4. Which one shall I ship to him today? (8)

5. Those men have never had much time for reading. (9)

6. I plan to take a trip. Madge will go with me if she is able to get a check from her dad. (22)

7. Are you planning to take a trip? I can go with you, if I can get my pay check in time. (22)

8. Madge is going to the play. She will take Jennie with her. They feel very happy about it. (18)

9. Mr. Black is the chief man in editing the paper. Would you like to put in a page ad today? I can check it over and then take it to Mr. Black. (32)

10. There will be a meeting here today. Many people will be here before dark. Most of the men should get here about one, but many of them cannot get here by that time. They will be late in coming. When they get here, all of the other people will be coming, too. They will be at the meeting over an hour. Then they will all remain for tea. (68)

11. Perry Gage, French Hill, Maine.

Dear Sir: If you desire to get any more paper[10] this month, I shall be happy to get it for[20] you. I can ship it any day after February 5.[30] Yours very truly, (33)

12. Alfred Blaine, Shell Lake, Maine.

Dear Sir: I fear I cannot pay you today. I[10] have had very little cash this month, and I shall[20] not have any before pay day, February 15, but I[30] will not fail you at that time. Very truly yours, (40)

UNIT 5

Left S

1. I need more space for my business. (7)

2. I desire space for my ad. Can you spare me space in your paper? (14)

3. Please press this dress before I go to business. (9)

4. Bessie is always praised by her class because she can spell well. (12)

5. Please sell me a piece of this silk. (8)

6. I desire a place where I can raise celery and sell it. (12)

7. Sallie will make a salad if you will get her a little celery. (13).

8. Sarah is making a pretty silk dress. She is very busy making it today. She will sell the silk dress to Alice. (22)

9. Tracy will get a raise in salary because he made a series of good sales. (15)

10. This hack meets all trains and gets most of the business. (11)

11. I must be in Salem for three days. (8)

12. Mr. Gates always reads all the ads in the papers. (10)

13. Miss Sarah James always hates to change her plans. (9)

14. Such matters must be made public because they are public business. (11)

15. James Leeds sells hats and caps. When any of the lads need a hat, he gets it from Mr. Leeds. (20)

16. Miss Gladys Bates trims hats for the ladies. Three maids are always busy helping her. She needs many glass beads for trimming. (22)

17. Janice: I have a chance to go to France for[10] three months. Can you go with me? I must make[20] my plans to go before May. Grace. (27)

18. Mr. Percy Spratt, Salem, Massachusetts.

Dear Sir: I am selling the Gates hats and caps[10] and need a man to help me with sales in[20] your part of Massachusetts. In the hands of a good[30] man, this work always leads to a good salary. Would[40] you like the place? Yours truly, (46)

Right S

1. Is the lake safe for skating today? (7)

2. Sam said he would smash the vase. (7)

3. The Senate must settle this matter because it is public business. (11)

4. When Sadie bakes some cakes, she always saves a piece for Sam. (12)

5. They say that Mr. Ellis was guessing at what he said about this case. (14)

6. Jessie cannot go, as she said she would. (8)

7. It will not be easy for Jessie to get sashes for Grace and Bessie without making a trip to the city. (21)

8. Mr. Chase lives here, but he seeks a chance to go to Steel City to work. (16)

9. Mr. Sage cashes checks for Harris when he needs money. (10)

10. I have seen three airplane crashes this month. (8)

11. As you said when you were here, all of our people must have badges for the May meeting. (18)

12. Mr. Smedley has a place where he sells trees and seeds. Sidney Snell works for him. He gave Sidney a raise in salary this month. (25)

13. Mr. Sam Gates, Cass City, Massachusetts.

Dear Sir: I cannot see you before the end of[10] December, because this is our busy season, but I shall[20] come to Cass City then.

You must not think that[30] I am against your plans for your factory. Some such[40] scheme as this will give you the chance you desire.[50] I am going into the matter of rates from your[60] place to the city, and you will hear from me[70] again. Yours very truly, (74)

S Between Strokes

1. When I was in the city, I missed a chance to visit with Jessie Ellis. (15)

2. My dress must be pressed before I visit Grace Phelps at Mason City. (13)

3. You are risking the safety of our guest. (8)

4. Mr. Mason gives me a chance to work for him in the city. James Chase works for him there. I shall take at least one month to think it over. In any case, there are many tasks here that I must finish before I can go. (46)

5. Mr. Sam Evans, Jackson, Massachusetts.

Dear Sir: Please ship three more desks like the ones[10] that came today. I cannot get desks like these in[20] this city, and I can sell at least three more[30] when you can send them. Yours truly, (37)

Ses Blend

1. At each one of these places there are some dresses to be pressed. (13)

2. Please ship seven cases of these goods before the first of December. (12)

3. I think Mr. Simmons has a good basis for everything he says about cases like this one. (17)

4. Mr. Francis Graves, Cass City, Massachusetts.

Dear Sir: Your letter of September 9 asks for glass[10] vases. I cannot get vases like the ones you desire,[20] but I have made some changes that I think will[30] please you. The vases will be shipped to you today[40] and you may ship back what you cannot sell. Yours[50] truly, (51)

5. Harris Ramsey, Three Lakes, Mississippi.

Dear Sir: Three cases of dress goods and some silk[10] dresses came from you today. The dresses have been placed[20] in our racks, ready for sale, but some of the[30] dress goods are missing. There should be at least one [40] more case of goods. When is it coming? Yours truly, (50)

6. Mr. Mason: My classes have increased this month, and I[10] must ask for some desks at which to seat all[20] these people. I need at least seven more. Will you[30] please see when I can get them? Yours very truly, (40)

7. Henry Bliss, Sage, Arkansas.

Dear Sir: You have been working thoroughly at all tasks[10] that have been given you. This is the basis for[20] increases in pay in our business, and I am giving[30] you a salary raise this month. Yours very truly, (39)

8. Mr. Stan Pierce, Mesa, Mississippi.

Dear Sir: Your letter of December 12 asks about leasing[10] one of my places at 215 James Terrace.[20] Mr. Sidney Guest leases one of these places, and the[30] other is always needed for part of my publishing business.[40] I should like very much to have you as a[50] lessee, but every place I have is leased. Very truly[60] yours, (61)

9. Harris: I think you take many risks if you go[10] to work in the city. If you stay here, your[20] salary will be raised the first of September, and under[30] our system of salary increases, you will then be getting[40] very good money. I think you should remain for at[50] least a part of this season and see what happens.[60] Yours very truly, (63)

10. Dear Sir: I have for sale some sketches that came[10] from France. There are some pencil sketches of a castle[20] that dates back to the Middle Ages. If you would[30] like to get something like this, please come in any[40] day this month. Very truly yours, (46)

11. Sadie: Please see if you can get me something that[10] will match this piece of dress goods. I should like[20] goods like this, but if you cannot get it, get[30] me something in silk goods that will match it. Gladys. (40)

12. Gladys: I have been all over the city and I[10] cannot get anything at all that will go with that[20] piece of dress goods. I think I can get something[30] in Bay City, and I shall see about it when[40] I go there again. Sadie. (45)

Brief-Form Drill

1. It is far too late in the season to get this matter before the public by the date set for our meeting. (22)

2. I cannot work with you under such plans as these. You must get some other scheme, or I can never help you. (22)

3. I read something in the paper about a good system for getting this matter before the public. (17)

4. I cannot publish such a thing as this, because the public will never like it. (15)

5. Mr. Larson has been working in the country, far from the city, and he cannot give anything to help our cause. (21)

6. Mr. James Reeves, Lake City, Mississippi.

Dear Sir: I have been here for more than a[10] month, checking over the business affairs of the city. This[20] has been part of my work, and I felt bound[30] to get it finished before I could leave. I shall[40] be with you the first of September. Yours truly, (49)

7. Mr. Ray Harris, Ripley, Alabama.

Dear Sir: I have seen Mr. Vance, and he says[10] that your work has not been thorough and that if[20] you cannot give more time to our cause he must[30] get a business man to take your place. Please see[40] him and go over the matter with him again. Very[50] truly yours, (52)

8. Leslie Bates, Hays, South Dakota.

Dear Sir: I desire to get as many men as[10] I can to speak at our first meeting in December.[20] It will be a great favor to the cause if[30] you can be there, for all of our people would[40] like to hear from you. Can you be there at[50] that time? Very truly yours, (55)

9. Mr. Ellis Briggs, Chesney, South Dakota.

Dear Sir: With the system under which I am working,[10] everything is going very well. If I can have the[20] help of some good man like Mr. Hanson for at[30] least three months, everything should be in good shape by[40] May. I think I can have the factory finished by[50] that time, ready for your men to go to work.[60] Yours truly, (62)

10. Mr. Sam Sharp, Dallas, Pennsylvania.

Dear Sir: Are you in favor of the plan about[10] which I asked you when you were here? Most of[20] the people here are in favor of it because they[30] think it will make more business for our city. Yours[40] very truly, (42)

11. James Phillips, Sidney, South Dakota.

Dear Sir: I cannot say that I favor your scheme.[10] I am always against anything that means that money must[20] be raised after the work is finished. I think the[30] money should be raised first, and then you can see[40] what can be finished with the money you have. Yours[50] truly, (51)

UNIT 6

The Letter X

1. Max says that he must pay more for taxes than ever before, because the tax rate is more. (18)

2. Rex Phillips, Lynn, Massachusetts.

Dear Sir: I cannot get back to Phoenix for another[10] month to oversee the work at the factory. I hear[20] that Dan Saxe is back. Please see if he can[30] take the work over for a month or two. Yours[40] truly, (41)

3. Mr. Henry Dix, Shell Lake, Maine.

Dear Sir: I have seen Mr. Saxe, but he says[10] he is far too busy to take over our work[20] at this time. He is fixing over his factory for[30] next season. Earl Rix may not be busy. Shall I[40] see him about it? Yours truly, (46)

4. Mr. Max Sidney, Taft, Florida.

Dear Sir: I have made plans to sell my business[10] here and go into the business of raising flax. May[20] I let my bill with you go over until next[30] month, when I can settle all my affairs here? Yours[40] truly, (41)

5. Mr. Rex Drake, Blair, Maryland.

Rex: I think you will make money in the flax[10] business, for there is always a good market for flaxseed.[20] Your bill may go over until next month if it[30] will be a help to you. Very truly yours, (39)

The Suffix Shun

1. I shall never mention what you said about the action taken at the first session of your class. (18)

2. He says it is his mission to work for peace between our nation and every other nation. (17)

3. One section of the class meets the first hour in the morning. (12)

4. You must take some action very soon if you desire to sell all these goods this season. (17)

5. Max says that but a fraction of the class was present for the morning session. (15)

6. Rex is reading a work of fiction when he should be studying fractions. (13)

Past Tense

1. He timed his visit well and reached the mill when work ended for the day. (15)

2. Mr. Mason has lived here between six and seven months. (10)

3. I passed Miss Nelson this morning, and she asked me if I was present when Mr. Dix checked over her work. (21)

4. The factory has finished work for this season and the men are beginning to plan for next month. (18)

5. An airplane was wrecked at the edge of our city this morning. The men say it can never be fixed. (20)

6. I presented your name at the morning session, but they would not take any action until you came. (18)

7. Harry Larson, Philadelphia, Pennsylvania.

Dear Sir: Your letter of February 6 came this morning.[10] You say that your goods have not reached you. I[20] cannot see any cause for this delay and I shall[30] have them traced. You should have them very soon. Yours[40] truly, (41)

8. Mr. Philip Chase, Reading, Pennsylvania.

Dear Sir: I visited the factory this morning, as you[10] asked me to, and also checked over all the papers.[20] All of the men you mentioned were at work and[30] every woman but one was present. This woman has lived[40] here and has been working at the factory for two[50] months. Yours truly, (53)

9. Mr. James Hale, Blaisdell, Louisiana.

Dear Sir: I have visited the branch factory here today.[10] Everything has been changed since I visited the place before,[20] and I am very much pleased with the present plans.[30] I think there will be good business for the coming[40] months. Yours truly, (43)

10. Mr. Alfred Shelley, Philadelphia, Pennsylvania.

Dear Sir: You mentioned in a letter dated January 15[10] that you feared you could not come for our next[20] session. Our people have desired to hear you this season,[30] and many are asking if you will be present. It[40] will be a great favor if you can come. Yours[50] very truly, (52)

Brief-Form Drill

1. It is almost time for my first trip to Phoenix. (10)

2. I beg that you will let me be present at the next business session. (14)

3. Dear Sir: I have your letter of February 10. Your[10] goods are still here, but the factory will ship all[20] of them to you between February 20 and the end[30] of the month. Yours truly, (35)

4. Dear Sir: Please tell me the name of the woman[10] you mentioned as a good one to take charge of[20] our sales in your city. Miss Sims is leaving the[30] first of the month, and before that time I must[40] get another woman to handle sales. Yours truly, (48)

5. Dear Sir: The name I gave you is that of[10] Miss Elsie Dix. She is not working at present, and[20] I hear that she is

leaving the city if she[30] cannot get another place soon. I think you would like[40] her work very much. Yours truly, (46)

6. Dear Sir: Mrs. Grace Massey is at present editing the[10] woman's page of our evening paper. She asked me this[20] morning to take space for an ad. I cannot give[30] her an ad until I see you. What shall I[40] tell her? Yours truly, (44)

7. Dear Sir: I have read your letter of January 10[10] again, and I think there is nothing more to be[20] said about the matter. You will please be present at[30] our next meeting, ready to tell what action you plan[40] to take between February 11 and February 15. Yours truly, (50)

8. Dear Sir: I cannot tell you at this time what[10] action I shall take, but I have a scheme that[20] I think will work very well. It is almost ready[30] to present, and I shall tell about it at the[40] next meeting, as you asked me. Yours truly, (48)

Prefixes

1. I can never forget your good work for the cause of our country. (13)

2. When your income begins to increase, you will forget that you are overworked today. (14)

3. He was asked to speak about shipping, but, instead, he gave a very formal speech against having airplanes go over the city. (22)

4. I began this work a month ago and it will take me almost another month to finish it. (18)

5. The income from our factory is beginning to increase. (9)

6. Anyone can foresee that our factory cannot handle all the work that will come in. Instead of letting our men

go for the slack season, the factory must add more men for the day shift. (35)

7. Dear Sir: I beg that you will give me all[10] the men you can spare, to work with me between[20] this date and February 1. Without more help I cannot[30] handle this work. Yours truly, (35)

8. Dear Sir: Your letter of February 4 asks for green[10] ribbon, but you forgot to give the shade wanted. I[20] infer that you desire the same ribbon you had before,[30] and that is what I am shipping you. The goods[40] should reach you without delay. Yours truly, (47)

CHAPTER III

UNIT 7

The Ō-Hook

1. Otto Ball wrote me a note about getting an auto. Little Paul Lodge brought me the note this morning. (19)

2. John Shaw knows a lot about the laws of this state. (11)

3. The shore road ran by the shallow lake. (8)

4. Let me show you the foam that the boat makes in a shallow lake. (14)

5. I am hoping that the gale will not blow all day. Paul wants to go to the shop in Loda for a load of straw. (25)

6. I have bought an auto from John Mott. It is an open model. I gave several notes to pay for it. I told Mr. Mott to give me notice when the auto gets here. (34)

7. I wrote a note today to tell Mr. Robb about the state of our road. I cannot go over it with a heavy load. I know he will get it fixed if he can. (34)

8. The girls had a meeting of the sewing class today. Pauline forgot her glasses, so she could not help. (19)

9. Mr. Locke was very sober when he went to the class today. He gave them a very solemn talk about giving solace to others in time of sorrow. (28)

10. Rhoda gave a soprano solo and Sophie gave a reading at our meeting. Sophie read one of Pope's sonnets. (19)

11. Ross wanted to talk with John about a job in the shop, so he called John by phone. He was sorry that he could not get him. (27)

12. Not a soul called me by phone all this morning. (10)

13. Lottie was sorry that she could not go to the show. (11)

14. She has often talked about the one she saw in the city. (12)

15. Rob wants to talk with Dr. Jones about a job in the hotel. Rob is a good, sober fellow, so I have a notion that the hotel people would like to get him for their work. (36)

16. Bob went to Loda in the auto. He brought back some soap, a box of salt, and some matches. He saw Sophie Goff and called Audrey Pope by phone to ask her about the solo she is to give at the next meeting. (43)

17. John: Paul played in the polo game. He rode the[10] black pony. The pony fell in the ditch by the[20] road. Paul fell off, but the pony broke a leg.[30] Paul had him shot. Rob. (35)

18. Lottie: Can Rob meet Polly in Loda? She will go[10] in the auto and will be at the Park Hotel[20] all day. Rob can meet her in the lobby of[30] the hotel. Pauline. (33)

19. Pauline: I am very glad Polly will be here. Rob[10] will call for her at the hotel late in the[20] day. I am hoping she can stay for the auto[30] show. Lottie. (32)

20. Mr. Joseph Cobb, Cincinnati, Ohio.

Dear Sir: I called your place on the phone this[10] morning and gave Mr. Ross a small order for coffee.[20] It was brought late in the day, but the box[30] was broken open and some of the coffee had been[40] taken. Please have a fresh box brought the first thing[50] in the morning. Yours truly, (55)

The Ō-Hook Modified

1. The gale has blown since dawn. (6)

2. If Don had known he would need a loan, he would have asked Mr. Cone for the money. (18)

3. Don owns a launch, in which he often goes on the lake alone. (13)

4. Tom wants Mr. Thomas to give him a job on the road. (12)

5. Jerome plays the trombone, but he cannot make a good tone. (11)

6. Tom made a trip to Rome in the launch. He left home at dawn and got back late in the day. He brought Mona a comb for her hair. (29)

7. At dawn the hollow tree on our lawn fell in the gale. (12)

8. Morey bought a lot of holly for the holidays. He and Molly will trim the hall with the holly. (19)

9. Laura Colby works in a store in Coral City. (9)

10. Are you going to take Nora home in the auto or in the launch? (14)

11. Cora alone can atone for the whole affair. (8)

12. Mr. Dolan beat Dr. Morey at a game of golf by a small score. (14)

13. Mona brought little Tony a bow and arrow from Nolan's store. (11)

14. Dora came home from college today. She brought Laura Cole home with her. They will stay over the holidays. (19)

15. Tom Colby went to Dr. Hollis and told him that he needed a loan or he could not go on with his college course. Dr. Hollis said he would make Tom the loan. (33)

16. Thomas Malone gave a course in general history at the college. Donna and Maurine passed the course, but Dora would not take it. (23)

17. I am sorry that the whole story was omitted from his own home-city paper. (15)

Brief-Form Drill

1. I believe it will be possible for me to call during the evening. (13)

2. Upon receiving notice of what had occurred, Tom put in a phone call for Dr. Morey. (16)

3. I know that several men have stated that Dr. Lodge called upon them during the evening. (16)

4. It is my purpose to give you a small order the first of each month. (15)

5. Will it be possible for you to ship our order within three days? (13)

6. I am told that you have a very good situation in the city. It is my belief that you will like this work very much. (25)

7. I told Mr. Vance to call upon you for the purpose of helping you all he can. (18)

8. Ross Hoffman, Columbus, Ohio.

Dear Sir: I have received your order. It will not[10] be possible to ship everything to you today, but I[20] shall ship all I can today, and the other goods[30] will come the first of next month. Yours very truly, (40)

9. Claude Stone, Toledo, Ohio.

Dear Sir: I am shipping you some goods that you[10] have not ordered, but I believe you will be glad[20] to see them, and it is possible that you will[30] want to place an order soon. Ship back anything you[40] cannot sell. Yours truly, (44)

10. Thomas Dodge, Cleveland, Ohio.

Dear Sir: You ask if your order can be shipped[10] in three days. It will not be possible to ship[20] all of the goods so soon, because some of them[30] are not ready. Most of the order will go today[40] and everything will be shipped by Saturday. Very truly yours, (50)

11. Paul Colby, Akron, Ohio.

Dear Sir: The general situation here is very good. I[10] believe I shall not need any more help for the[20] present, at least, but it is possible that I shall[30] need another girl soon to help with sales during the[40] holiday season. Yours truly, (44)

12. Joseph Vaughn, Toledo, Ohio.

Dear Sir: I am very glad that the general situation[10] at the store is so good, but I believe that[20] several more girls will be needed in the course of[30] a month or so, to help with general sales during[40] the holiday season. Sales are very heavy at that time[50] and I always want you to have all the help[60] you need. Yours truly, (64)

UNIT 8

Reversing on Straight Strokes

1. It is necessary to take the children this morning, so you must harness the horses to the sleigh. (18)

2. Herman says that he is studying art and that it takes much hard work. (14)

3. Homer urges his sister to take a share of all the money he earns. (14)

4. Ralph Church was hurt in the arm at the battle of the Marne. (13)

5. The teacher urged Homer to study harder so he would not fail in an important test given yesterday. (18)

6. Some children were playing together yesterday, and little Jerry Archer broke his arm when they dared him to leap off the ladder. (22)

7. Mr. John Archer, Rochester, New York.

Dear Sir: I have heard that you will soon need[10] a cashier. May I call to see you about the[20] place? I have worked as

cashier for the owner of[30] the Harmony Café, and I can handle a cash book[40] and a ledger. Yours truly, (45)

8. Miss Audrey Vaughn, Albany, New York.

Dear Sister: I slipped and fell on the church steps[10] yesterday and hurt my arm. It gave me a great[20] deal of pain at first, but it is very much[30] better today and I know the doctor will let me[40] go back to work after he has seen it again.[50] With love, Esther. (53)

9. Dear Herman: Our class desires to present a book to[10] our history teacher, either essays or a book on some[20] important subject of the day. I have heard that he[30] never reads fiction. Have you any opinion as to something[40] that a man would like? Your sister, (47)

10. Dear Erma: I saw in the store yesterday a book[10] that I believe is what your class wants. Some man[20] has collected a lot of essays dealing with many phases[30] of army work in France. Each chapter has been prepared[40] by some man that knows what he is talking about,[50] and the whole book is receiving the praise of the[60] men here. Yours, (63)

11. Dear Ernie: Can you motor over to Hermit Grove and[10] get the minister of our church, Mr. Fisher? He drove[20] over in his own auto, but it is in bad[30] shape and he cannot have it fixed there. There are[40] some matters of importance here and it is necessary for[50] him to get back. Jack. (55)

Addition of S

1. Mr. Rogers is the owner of a chain of stores. He motors from one city to another to keep track of this business. (23)

2. The teachers told the children to study their readers, spellers, and grammars on Saturday. Not one of them dares go to class without several hours of hard study. (28)

3. There is so much snow that the roads are not safe for motors. (13)

4. I have three sisters. Two of them are teachers, but the other one works for Mr. Mars at his store. She keeps his ledgers. (24)

5. Many of our chairs were broken. I told my daughters to get six good chairs the next time they went into Rogers' store. (23)

6. Dale Peters, Rochester, New York.

Dear Sir: I wrote you on October 1 ordering several[10] boxes of books, which have not come. Readers are asking[20] about them every day. When will they get here? Yours[30] truly, (31)

7. Rob Pitcher, Rome, New York.

Dear Sir: The books you ordered October 1 were shipped[10] on time, but went to Rogers City instead of Rome.[20] I have had them traced and they will reach you[30] very soon. Yours truly, (34)

8. Henry Rogers, Albany, New York.

Dear Sir: My order of October 10 called for hammers,[10] glass jars, and cream pitchers. One of the hammers was[20] packed in the same box with the pitchers and three[30] of the latter were broken. Please ship three more without[40] delay. Yours truly, (43)

Derivatives

1. All the big shippers of the city are asking for better rates on our boats. (15)

2. I was going to cash a check today, but the teller says there is no money to pay it. (19)

3. Some of the former workers in our mill left to go with a bigger factory. They are making gas heaters. The workers get better pay. (25)

4. I desire to sell my place in the country and get one nearer to the city. (16)

5. The owner of the Business Man's Café bought some works of art from his former cashier. (16)

6. Herman Stone, Columbus, Ohio.

Dear Sir: The goods I ordered came today. Several jars[10] of face cream were broken. Please call upon the shipper[20] and tell me what he says about it. Yours truly, (30)

Brief-Form Drill

1. Our company needs more capital. The chairman says he will sell some shares to increase the capital. (17)

2. Several callers came in today to ask if they could get shares in the company that is being formed. (19)

3. If you desire to collect this bill against Sam Rogers, it will be necessary to place it in the hands of a good collector. (24)

4. He is a great reader, a thinker, and a lover of books, but he makes his living as a collector of bills. (22)

5. I put an ad in the paper for a good worker to help at the factory. Several men called, but the place was given to the first caller. (28)

6. The people living in the flat above our store want a smaller place. (13)

7. He came here sooner than he said it would be possible for him to come. (15)

8. Two callers came in this morning to ask me to take shares in their company. They desire to increase their capital and make a bigger company, but it is my opinion that they have met heavy losses and want to get rid of their own shares. (46)

9. Dear Sir: I am sending you an order that is[10] smaller than my real needs. It is rather late in[20] the season, and it is my opinion that a bigger[30] order at this date would give me more goods than[40] I can sell. I should have to keep over

until[50] next season a greater lot of books than ever before,[60] and I cannot put on a sale before September or[70] October. Yours truly, (73)

10. Dear Sir: You have given our company many good orders,[10] but it has always been hard to collect our money.[20] The order shipped you in September is still open on[30] our books. I feel that I must keep the order[40] that came this morning until you tell me something about[50] your plans for settling for it. Yours very truly, (59)

UNIT 9

Right Th

1. Thane Smith lives near a little city called Athens. (9)

2. The thief hid in the thicket, but the police caught him. (11)

3. Seth says he will complete his theme by the end of the week. (13)

4. Dear Beth: Can you go to the theater with Edith[10] and me today? I have the tickets. The play deals[20] with the career and death of Peter the Hermit. Yours[30] truly, (31)

5. Keith and Thane played they were thieves. They hid in the thicket and dashed into the path of people passing by. They scared Beth and Edith. (26)

6. Mr. Smith is going to thin the thicket by the path. It is getting so thick that the trees are growing tall and thin. Seth will complete the work in a week. (32)

7. These books are the ones I bought at the sale at Nathan's store. The paper is thinner than the paper in those books that you bought in October. I like these much better because the paper is so much thinner. (40)

8. Kenneth: I think I can sell that theme you wrote[10] about the fair in Athens. The state will be glad[20] to get it

because they plan to keep themes that[30] bear on state history. They will pay well for any[40] theme they like. Yours truly, (45)

Left Th

1. Thrift leads to wealth. (4)

2. Ethel said she could not sew because she had no thread. (11)

3. Bertha told Martha that she had seen the princess on her throne. (12)

4. Martha thought that she would need thread that would match this piece of cloth. (14)

5. The athlete in his wrath made a threat to thrash Kenneth. (11)

6. He is the author of several thrilling books of fiction, although he is better known as the author of a book dealing with the health of children. (27)

7. Although he was very busy at the time, Mr. Smith thought he must immediately start for Massachusetts when he heard of the death of Keith Harmon. He got a berth on the evening train east. (35)

8. Although it was a thrilling play, Ethel thought she must leave before it was over. (15)

9. Both Bertha and Martha work in our office. Ethel called to see them, but both of them were too busy to visit. Ethel should have known better than to call during office hours. (33)

10. Martha: I need some silk thread that will match this[10] piece of cloth. It is for the dress I am[20] making for Ethel. Please get the thread for me. Ethel[30] will get a thrill from a pretty dress for the[40] ball. Bertha. (42)

Con Prefix

1. All the roads in this county will soon be paved in concrete. (12)

2. A committee representing the whole county came to confer with our city council. They want all the county roads paved with concrete. (22)

3. Mr. Bailey agreed to speak before the convention on the subject of compelling the counties of the state to keep the main roads free from snow. (26)

4. I confess that I cannot compel you to take this office, but I urge you to take it. (18)

5. All the girls of our class team made complaint to the teachers because the coach would not let Esther play on the team. (23)

6. Dr. John Baker conferred with the Committee on Public Health of the city council. The committee wanted the council to get a county nurse, because the doctor convinced them that such action was necessary. (34)

7. The men agreed to complain to some city official. The mayor told them to go to the city council. The council wanted to put the whole matter in the hands of a special committee. (34)

8. Mr. Harry Smith, Concrete, North Dakota

Dear Sir: In the committee meeting we have taken no[10] action that we desire to conceal, but we have talked[20] over several complex questions that the council alone can settle.[30] We must have a chance to present these questions to[40] the council. May I see you about them today? Yours[50] truly, (51)

Suffix Ly

1. I can hardly believe that you have won your case so easily. (12)

2. One can readily see that the committee is not very heartily in favor of our plans. (16)

3. The letter must state plainly the subject upon which you desire to have me speak. (15)

4. There are only three days remaining before the big convention. My speech comes early in the session. (17)

5. I am totally at a loss to get the meaning of your letter dated April 15. (16)

6. Mark Corey, Boston, Massachusetts.

Dear Sir: I wrote you very hastily the other day[10] giving you an order for only a part of the[20] goods I needed. I am sending another order, hoping that[30] you can fill it early next week. Yours truly, (39)

7. Ed Perry, Connelly, Florida.

Dear Sir: I have received notice that you have a[10] note against me.

I can hardly meet this note at[20] this time. It has been very hard lately to collect[30] from people owing me. I think I can safely say[40] that I can easily pay it in another month if[50] you can let me have a little more time. Yours[60] truly, (61)

8. Ned Collins, Craney, Michigan.

Dear Sir: I have every desire to treat you fairly[10] in this matter, and I am willing to give you[20] another month on this note. Please plan to pay it[30] at that time. Yours truly, (35)

Paragraphs 81, 82, 83

1. He says he cannot agree to commence the work until he knows that he will receive his pay daily. (19)

2. The order that you gave me is nearly ready and will be shipped on Thursday. (15)

3. Please send me immediately the names of all the men you have already seen. (14)

4. Is it commonly known that he has bought a lovely home? He likes to live in the country and make daily trips to his office in the city. (28)

5. The owner of our store has ordered more goods than he can possibly sell before Easter. He always believes that he must get the earliest start possible, so he commences the season with a big sale, which draws many people to the store. (42)

6. It is a matter of common knowledge that Mr. Bacon agreed to work for our company in your city. (19)

7. He believes that your action is a piece of folly, for which you will pay dearly. (16)

8. Our office receives so many letters daily that I cannot possibly tell you which ones are wanted by the special committee. (21)

9. I ordered these books only yesterday. They cannot possibly get here by Thursday. (13)

10. I have had several letters from Mark since he left for the East. He was nearly there when he wrote me the first time. I think I am not likely to hear from him again, though he may possibly send me the names of some places he would like to have me see on my next trip east. (58)

11. The editor of our daily paper believes that he should not publish anything that is not heartily favored by the official committee. People complain that he always favors men already in office, and that he will not treat fairly any cause that he believes they will not like. (48)

12. Dan Higgins, Oak Hill, New York.

Dear Sir: I have received your complaint that I am[10] slow in sending your order.

The factory has been overloaded[20] with work lately, but it is nearly ready to commence[30] your order, and will have it ready by Thursday of[40] next week. Yours truly, (44)

Phrases

1. I will agree to pay you well for this work. (10)

2. Will your committee want to read these letters today? (9)

3. I should like to see you immediately and hear what you have to say about this matter. (17)

4. I like to receive my money in time to pay my bills the first of each month. (17)

5. It is hard for Art to prepare a speech, but it is far harder for him to give the speech in public. (22)

6. I will send Beth to get Ethel as soon as she is ready. (13)

7. I am as glad as you are that you can settle your bills without delay. (15)

8. Mr. Marley is not so rich as he seems to be. (11)

9. This month's bills will not be so low as our former bills. (12)

10. Some companies always seem to ask for their goods as much as they can get. (15)

11. If you desire to pay as little as I pay for clothing, go to Scott's store. (16)

12. When you ask me to let you have more workers, I shall send as many as I can spare. They will be as good as any men you can get for your work. (33)

13. If you would pay what you owe me, I should be able to settle my own debts immediately. (18)

14. He says he will be able to get this work completed as soon as all his men get here. (19)

15. I should like to be able to hear what the speaker says. (12)

16. I thought I should be able to call on you before this, but I have not been able to get here sooner. (22)

17. I have been able to go to Salem daily in the auto, but as soon as there is snow, no auto will be able to go over these roads. (29)

18. I should like to be able to help you as much as I can. (16)

19. I should like a letter from you immediately to tell me what you know about this matter. (17)

20. It was part of his plan to call at our office as he went home. (15)

21. In these matters, it will be well for you to take everything you can get. (15)

22. You may not know the real value to the public of the work that you are handling. (17)

23. Henry Harris, Colby, Ohio.

Dear Sir: I should like to receive a check from[10] you to settle your bill of October 4. You must[20] not plan to send me orders, hoping to receive your[30] goods safely and in good season, if you fail to[40] settle your bills on time. Yours truly, (47)

24. Ray Mears, Lowell, Massachusetts.

Dear Sir: I was glad to have your opinion about[10] Allen Baxter, but I think you ought not to believe[20] all people tell you about this case.

I am hoping[30] to receive from Mr. Bliss all the notes he has[40] taken about it. If you would like to have these[50] notes, I shall be able to prepare them for you[60] as soon as I hear from him. Yours very truly, (70)

25. James Larson, Columbus, Ohio.

Dear Sir: Mr. Harris, of your company, was here yesterday,[10] and I was very glad to receive a call from[20] him.

I have given Mr. Harris a good order, and[30] it will please me very much if you will send[40] the goods as soon as you can. Very truly yours, (50)

26. Dale Perry, Clare, Oregon.

Dear Sir: I am hoping that you will be able[10] to settle your bill at our office immediately. If you[20] fail to pay it by the end of this month[30] I shall feel that I must commence action against you[40] immediately. Yours truly, (43)

27. Paul Daggett, Salem, Oregon.

Dear Sir: Your letter states that you have bought the[10] business of James Bragg. Mr. Harris represents our company in[20] your city, and he will call on you soon. He[30] will be more than happy to give you all the[40] help he can.

If you know what you are going[50] to need, Mr. Harris will be able to get an[60] order here immediately, and the goods will get back to[70] you the next day. Yours truly, (76)

28. John Keith, Emmett, Oregon.

Dear Sir: I shall be very glad to go to[10] Lynn to represent your company there, if you think I[20] can handle the business. I know something about it already,[30] and I am more than willing to study to get[40] ready for the place.

May I call to see you[50] about it soon? Yours truly, (55)

Brief-Form Drill

1. If you will agree to represent our company in your county, I will see that you have a bigger job later on. (22)

2. I have employed several men to complete this work as soon as business opens for the season. (17)

3. Mr. Rogers has been employed in the express office for seven weeks. Already he has a thorough knowledge of shipping by express. (22)

4. The special committee received an official notice asking them to finish their study of the subject early next week. The committee would not agree to this, for they want to confer with an official representing the county and he will not be able to come before the end of the week. (50)

5. Roger Mason, Gridley, Oregon.

Dear Sir: I gave you an order for flour, which[10] should have been here before this date. The train was[20] wrecked, and the flour was a complete loss. I am[30] sending you another order, and hope that you will be[40] able to fill it immediately. Yours truly, (47)

Review Dictation—Chapters I and II

1. I needed more than two men to get this work finished in time. (13)

2. Without them, I could not get to market as soon as I desired. (15)

3. Most of the people say they will be glad to work under our system. (14)

4. Others say they are not willing to work under such a plan. (12)

5. The first business must be to settle where we shall place our mill. (13)

6. I cannot take any man into my office until after I have had a letter from his former boss about his work. (22)

7. What Mr. Green says will go far in getting you a place. (12)

8. Alfred Case, Ames, Massachusetts.

Dear Sir: I was very glad to note your presence[10] at the meeting this morning. Your name is bound to[20] be a big help in getting our cause before the[30] public. Very truly yours, (34)

9. Clara Bailey, Addison, Illinois.

Dear Madam: Please see if you can get the whole[10] truth about the case against Ralph Bell. Did he ever[20] work for Mr. Bates and was he rated as thorough[30] in his work? Yours truly, (35)

10. Philip Baker, Sidney, Massachusetts.

Dear Sir: Ralph Bell worked for one month for Mr.[10] Bates. He could not keep the place because there was[20] a little friction in the office, and he would not[30] tell the truth about his part in it. Yours truly, (40)

11. Allen Barrett, Berlin, Illinois.

Dear Sir: I am shipping your goods today, and I[10] am also putting in some pieces of silk that I[20] think you will like. If you cannot sell them, give[30] them to Mr. Black when he comes next time. Yours[40] very truly, (42)

12. Alex Barlow, Baxter, Maine.

Dear Sir: I have received a letter from Miss Keith,[10] a woman working with the county commission.

She states that[20] there is nothing to be said at present, but in[30] another month the work will be in good shape and[40] all details will be published. Very truly yours, (48)

13. James Bacon, Phillips, Maine.

Dear Sir: May I hear from you between this date[10] and the end of the month? It is almost time[20] to place our order, and it will be a great[30] favor if you will come to see me soon. Yours[40] truly, (41)

14. Henry Chase, Chicago, Illinois.

Dear Sir: You must not forget that our opening takes[10] place February 9, instead of February 20. The men have[20] timed their work so well that everything will be finished[30] then, and I hope that you will let nothing delay[40] you. Yours truly, (43)

15. Philip Ramsey, Mill Creek, Illinois.

Dear Sir: Please go into the matter of putting in[10] a dam at our mill in Mill Creek. Many people[20] owning places there have always been against it because a[30] lake will be formed by damming the creek. Yours truly, (40)

CHAPTER IV

UNIT 10

The $\overline{OO}$-Hook

1. Put the putty back on the shelf. (7)
2. This shoe is too big for your foot. (8)
3. The cook gave me a cooky for you. (8)
4. The cook would not cut the cake before supper. (9)
5. Who do you think took our big truck? (8)
6. My cousin Lou wants to get some stuff to fix the roof. (12)
7. Do you think the road is too rough for our trucks to get through? (14)
8. My cousin Lucy wants us to get her some sugar so she can put up some fruit. She wants a dozen eggs, too, and a jug of fruit juice. (29)
9. Bruce went to the drug store and was lucky enough to get there before it shut up for the evening. (20)
10. Are you sure they have not overcharged you for these shoes? (11)
11. Dear Bruce: Tell Lucy that I could not possibly come[10] today. My little girl had a loose tooth, which had[20] to be pulled. This made us too late for the[30] bus. Your sister, (33)
12. Mr. Tucker, Rutledge, Nevada.

Dear Sir: I received the blue suit that you made[10] for me, but I am sending it back to you.[20] You have cut the cuffs too big. Can you take[30] them up to fit me? Yours truly, (37)

13. Mr. S. Cook, Tuttle Shoe Store, Buffalo, New York.

Dear Sir: I am selling a special lot of boots[10] and shoes at a very low rate. Fill up your[20] shelves today and have enough shoes to carry you through[30] the season. Yours very truly, (35)

14. Mr. Judson Burr, Custer, Minnesota.

Dear Sir: I am in the trucking business, carrying goods[10] between Custer and Boone City. I have nearly enough capital[20] to add two buses also, but I need a loan[30] or I cannot do it until much later. May I[40] ask for a loan at this time? Yours truly, (49)

15. Mr. Joseph Foote, Blue Ridge, Virginia.

Dear Sir: Mr. Booth, from whom I have borrowed money,[10] is in need of capital, and I must pay him[20] immediately. Will it be possible to borrow what I need[30] from you? Yours truly, (34)

The $\overline{OO}$-Hook Modified

1. Her muff fell in the mud. (6)

2. The moon shone on the muddy moor. (7)

3. Jack Murphy left the office at noon to get ready for his canoe trip. (14)

4. It will be cool on the lake after the moon comes up. (12)

5. A number of us knew what the committee would do, but none of us was in a position to annul their action. (22)

6. It often takes Maud Cooley a whole hour to get home after school. (13)

7. I am going to Mullet Lake for my vacation. I shall get there at noon on Monday. (17)

8. Mr. Gurney made a sad muddle of his work on the books. It was necessary to get Mr. Moore to go over some of the work. (26)

9. John Moody, Mullin, South Dakota.

Dear Sir: I should be able to collect the money[10] due us from either John Cullen or Sam Murray. If[20] I can, it will be possible to pay our note[30] to Mr. Murphy. I shall call you by phone as[40] soon as I have seen them. Yours truly, (48)

10. Dear Sir: I called at your office but was not[10] lucky enough to catch you. The man with whom I[20] talked thought all of us would lose heavily on this[30] deal because Russell & Fuller have bought up dozens of[40] trucks and plan to cut carrying charges so low that[50] none of us will be able to get any of[60] the business. Yours truly, (64)

11. Dear Sir: I called on Mr. Moody about noon today[10] and asked him to renew our note for another month.[20] He does not want to do so. Do you think[30] it will be possible for us to get together enough[40] money to take it up? Yours truly, (47)

Brief-Form Drill

1. Do you remember what school books Ben Curry purchased this noon? Did you charge them on the books? (18)

2. I have a good position in a store. They carry drugs and school books. (14)

3. Do you wish us to charge these purchases to you, as usual? (12)

4. Do you remember where you bought these tools and what the store charged you for them? (16)

5. Our police force is not big enough to take care of all the city parks. (15)

6. I wish you would question the government official about this matter and make sure that you know his wishes. (21)

7. I have a letter from an official representing the state government, but he does not make his meaning clear and I cannot tell what he wishes us to do. (29)

8. I shall look for you and your cousin after school. Are you sure that you will be ready by that time? (21)

9. One needs skill more than force to do this work. (10)

10. It is usual to give this skill through training in school. (11)

11. I wish I knew where I could get a new canoe. I looked at a number of them today, but none of them was good enough. (26)

12. Dudley Cook, Hudson, Minnesota.

Dear Sir: I have carried this charge against you for[10] three months. You should be able to pay something on[20] it, even if you cannot settle in full at this[30] time. I shall expect a check as soon as you[40] receive this letter. Yours truly, (45)

13. Murray Cutler, Buffalo, New York.

Dear Sir: I have at present none of the goods[10] you mentioned in your order of July 10, but all[20] of them are ordered and will be here soon. I[30] shall fill the order then, if this will suit you.[40] Yours truly, (42)

14. Dear Murray: Look for the next issue of the school[10] paper. It will be full of news about our football[20] team. I am lucky to play on such a team.[30] Your cousin, (32)

15. Don Murphy, Tulsa, Oklahoma.

Dear Sir: I have heard that you purchase most of[10] the goods you carry from government stores. If this is[20] true, you will be in a position to give me[30] some help. Do you care if I look over these[40] goods, and may I ask you some questions about purchasing[50] them? Yours very truly, (54)

16. James Cutler, Baltimore, Missouri.

Dear Sir: Your letter asks me a number of questions[10] about the care of the office books. I have full[20] charge of this matter here, but you cannot expect me[30] to tell you everything about it in one letter. If[40] you will come to see me, I shall make it[50] clear to you. Yours truly, (55)

UNIT 11

W and Wh at Beginning of Words

1. We must be on our way early in the morning. We cannot wait until noon for you to get ready. (20)

2. Willie thought he could win the game. (7)

3. Willie showed Wayne the house where the widow lived. (9)

4. All of the women said that Winnie weighed more than Willie. (11)

5. We waited for a whole hour before Will Webb met us. (11)

6. Watch for the bus and wave to us when you see it coming. (13)

7. Warren believes that it is wicked to waste anything, but he wastes time every day. (15)

8. We have several wagonloads of wheat, which we must take to market on Wednesday. (14)

9. I shall be with you on Wednesday, and we shall see what we can do about wages for our women workers. (21)

10. When Walter was taking the wheat to market, a wheel came off his truck and he waited two hours for Whitney to fix it. (24)

11. Winnie and I are going to Wade City to do some shopping. We shall take the early bus. We think it will be necessary to wear our new wool dresses, because it will be cool before we can get back. (40)

12. Wallace Moore, Waco, Texas.

Dear Sir: We think we are paying too much for[10] taxes, and we wish to see if there is some[20] way to reduce them in this city. We are calling[30] a meeting for Wednesday at two, and we should be[40] glad to have you meet with us then. Can you[50] be present? Yours truly, (54)

13. Walter Tuttle, Warren, Wisconsin.

Dear Sir: I wish to purchase the Wheeler house at[10] which I looked yesterday. Please see whether Mrs. Wheeler will[20] sell immediately. If she will, you may get the papers[30] ready. I shall be over on Wednesday. Yours truly, (39)

14. Wallace Moody, Milwaukee, Wisconsin.

Dear Sir: I have received from Mr. Waite a report[10] on the wage situation in those positions at the factory[20] where women are employed. Mrs. Webb is receiving better wages[30] than the other women, and they are asking the same[40] rate of pay. What is your opinion? Yours truly, (49)

15. Dear Will: I am working for Mr. Wells, and he[10] is teaching me to work on watches. I like it[20] so much that I wish to go into the business.[30] Do they teach watchmaking at your school? If they do,[40] I wish you would tell me about the course. Yours,[50] as always, (52)

16. Mr. Willis Wade, Wales, Wisconsin.

Dear Sir: In the weaving section we have taken on[10] several women, most of whom are good weavers. They say[20] the wool must be washed once more before they can[30] weave it.

Do you wish us to do this, or[40] shall we wait until you get back? Yours truly, (49)

W in Body of Words

1. The Quaker dwelt in a queer little hut by a swift stream. (12)

2. I know where we can get a quail in the meadow. (11)

3. You can get this tooth paste in liquid form. (9)

4. The queen gave Edwin and his twin sister each a watch for a gift. (14)

5. He ran in the gateway, up to the doorway, through the hallway, into the kitchen. (15)

6. Mr. Weber lives near the lake, and he always fears that the twins, Wayne and Warren, will fall into the water. (21)

7. Edwin Chadwick swore that the cause of the wreck was an open switch. (13)

8. Will Sweeney was so weary that he could not swim where the water was swift. (15)

9. We shall go with Jay Wheeler. Please tell him to call us if we are not awake when he is ready. (21)

10. Walter awoke very early this morning, but Warren will not be awake much before noon. (15)

11. Go ahead with this matter. We shall follow your lead as well as we can, though we cannot do as much as we should like. (25)

12. Dear Wilma: Winnie and I can go with you, but[10] we must see Mr. Welch before we can get away.[20] Please await us in the hallway or at the doorway.[30] Lucy. (31)

13. Dear Edwin: Please await our next letter before you go[10] ahead with any action about the new roadway. We shall[20] see Dr. Walsh about it immediately. Warren. (27)

14. Murray Whipple, Oswego, New York.

Dear Sir: We plan a meeting for Wednesday evening. Do[10] you think we shall be able to get a quorum[20] at that time? We should like to get quick action[30] from the council on the matter of new paving on[40] Broadway. We shall quote to them what Mr. Williams said[50] about it. Yours truly, (54)

15. Mr. William Wolfe, Norway, Wisconsin.

Dear Sir: Your letter asks about purchasing the place where[10] Wade Whitney dwells in this city. I have looked into[20] this matter for you. Wade does not own this place,[30] but has only an equity in it. At his death[40] it passes to his

niece, Miss Ridgeway. It will not[50] be possible to purchase it. Yours truly, (57)

Brief Forms and Phrases

1. We shall be very glad to receive a reply from you soon. (12)

2. We have been awaiting some word from the office, but we have heard nothing from them for several days. (19)

3. We shall not explain our action because we are not in any position to give a report at present. (19)

4. We shall not order from this house again because we have not had a square deal from them. (20)

5. We are willing to give you a share of our business, but we cannot possibly order these particular goods from any house so far away. (25)

6. I overheard your remark in the salesroom of our house. What in the world did you mean? (17)

7. I suppose it will not be necessary to explain to you that Mr. Waite has taken charge of sales in your city for the fall season. (26)

8. We cannot suppose that this remark was meant to be taken as it was reported to us, but we think it is your duty to explain it. (27)

9. We have gone into this matter thoroughly and believe that nothing further need be said about it. (17)

10. Our men have gone to every city in this part of the world looking for goods of this nature. (19)

11. Edwin Wolfe, Wheeling, West Virginia.

Dear Sir: The suits that we bought from you for[10] fall are selling very well, and we must place further[20] orders soon. Please quote us your present rates. Yours truly, (30)

12. Wayne Williams, Madison, Wisconsin.

Dear Sir: Your order for goods for the fall season[10] came in today.

You still owe us so much on[20] former bills that we cannot agree to send this particular[30] order until we receive further word from you. We wish[40] to have your plans for meeting these bills. Yours very[50] truly, (51)

13. Bruce Walker, Wheeling, West Virginia.

Dear Sir: We have gone over your report of April[10] 4 with some care. We can hardly accept this report[20] and take any action on it until we have received[30] further word from our home office. It is always our[40] duty to bring matters of this nature before the officials[50] of the company before we can take any action. Yours[60] truly, (61)

14. Mr. William Wagner, Milwaukee, Wisconsin.

Dear Sir: We are very glad to tell you what[10] we can about the wheat market.

From our experience, and[20] from what we know of the wheat situation in the[30] whole world, we think you will do well not to[40] purchase heavily at this time. Later on the market is[50] sure to be better than it is today. Yours truly, (60)

UNIT 12

The Letter Y

1. I shall be abroad for a full year on a purchasing trip for the company. (15)

2. I cannot go yet, but think I can get away later in the year. (14)

3. We shall get a yellow rug for the hallway. (9)

4. Please have Mr. Yates put a Yale lock on the office door. (12)

5. Our yearly report must be ready in time for the meeting in July. (13)

6. Dick had only one year at Yale, but he does not care to return. (14)

7. He was cheer leader and had to lead the yells at the games. (13)

8. Mr. Yarrow told a great yarn about his trip, but none of us believed him. (15)

9. My cousin wants some yellow yarn for the hooked rug she is making. She would like three yards of yellow silk, too. (22)

10. We cannot steer the yacht without a good compass. (9)

11. The queen told the fool not to yawn in public. (10)

12. The queen will send the yacht to Norway to get her sister, who has been away for a year. (19)

13. Mr. William Chadwick, Yates, Colorado.

Dear Sir: I have a little lad who must get[10] more fresh air. If I can get a good yacht[20] cheap, I shall take him to Norway for a year.[30] Do you know where I can get one? Yours truly, (40)

14. Mrs. Wilma Yates, Yarmouth, Maine. yär'müth

Dear Madam: Dr. Cooper told me he would be glad[10] to sell the yacht he bought a year ago. I[20] know he has it yet, and it is what you[30] would like, I think. I shall ask him about it[40] for you. Very truly yours, (45)

15. Henry Weber, Yale, Wisconsin.

Dear Sir: Is it true that John Yates wishes to[10] sell his coal yards in Yale? I should like to[20] purchase these yards, but I am not in a position[30] to do so yet. Will you see if I can[40] get them in the fall? Yours truly, (47)

The Sign for NG and NK

1. The donkey took a drink from the spring. (8)

2. The police will hang the thief who led the gang. His name is Frank Yates. (15)

3. Frank picked up a ring with a pink stone. It lay by the spring. (14)

4. Please ask Mr. Lange to get the planks needed to fix the walk. (13)

5 The planks were so heavy that the load broke the springs of the truck. (14)

6. We must shingle our house this spring. (7)

7. The bankers of the city would not sanction a loan to Mr. Young. (13)

8. Mr. Sanger, the head of the school, was angry when he heard that the gang had broken into his room. (20)

9. Mr. Blank was wrong in thinking it would be possible to borrow from the bank. (15)

10. There will be a banquet Thursday in honor of Frank King, who has been away for a long time. Mr. Lange will speak and a singer from the city will give several songs. (33)

11. Fred Young, Buffalo, New York.

Dear Sir: Paul Sanger called today with a new set[10] of blank books to show us. Do you think we[20] shall need new books before spring? If so, shall I[30] order them from Sanger? Yours truly, (36)

12. Dale Banker, Bronx Springs, New York.

Dear Sir: I think we shall not need new blank[10] books before spring and we need not place our order[20] yet.

We have always given this business to Long &[30] Banks, but it would be a good plan to see[40] what Sanger has and what rates he can offer us.[50] Yours truly, (52)

13. Lawrence Yates, Madison, Wisconsin.

Dear Sir: As you know, our factory needs shingling this[10] spring. Young & King are quoting us very low rates[20] on cedar shingles, and I can order them this month[30] if you think it is a good time to do[40] so. Yours truly, (43)

Prefixes and Suffixes

1. Our business is still in its infancy, but we think it will grow as soon as we increase our capital. (20)

2. Please enroll me as one of this class. (8)

3. We wish to have our letter paper engraved. (8)

4. We have a complex system of keeping books at our office. (11)

5. We have a recent communication from our office, from which we infer that we are to increase the orders we give you. (22)

6. You need not spare expense on this trip. (8)

7. He must have gone through the office unseen by any of the men. (13)

8. It is unnecessary to say that your plans are unknown to any of us. (14)

9. I am exceedingly happy over your good luck. (8)

10. I shall do willingly anything you may ask. (8)

11. We often speak longingly and yearningly of our home in the country. (12)

12. We are exceedingly sorry that an error has been made in filling this order. (14)

13. We keep any money in excess of our daily needs in the City Savings Bank. (15)

14. Two evenings each week are given over to study of the shipping situation. (13)

15. The meetings made such an impression upon him that he could hardly conceal his feelings. (15)

16. Please send the clippings from the papers to the main office. (11)

17. At the banquet Mrs. Blank gave readings from the works of several noted authors. (14)

18. The women were all busy hanging up their washings. (9)

19. I bought three etchings and new hangings for my room. (10)

20. We have ball bearings in these engines. (7)

21. Dear Sir: I regard your recent action in the case[10] of Emmett Long as unfair. I know the expense of[20] keeping so many men at work is very great, but[30] Emmett has had so much experience and has been in[40] the office so long that it seems unfair to let[50] him go at this time. Yours truly, (57)

22. Dear Sir: I am very much pleased with the daily[10] reports that you send in. From them I infer that[20] you are doing very well indeed. Remember that your salary[30] will increase as your knowledge of our business increases. Yours[40] truly, (41)

23. Dear Sir: Are you employing Frank Jones to handle one[10] of our big buses? He has had no experience, and[20] it is unsafe to let a man without experience do[30] this work. It is unfair to the others to engage[40] men who are unfit for this job. Please look into[50] it before you employ him. Yours truly, (57)

24. Dear Sir: I hear that some men in the upper[10] house wish to impeach the governor.

I know that these[20] men have the wrong impression because of his veto of[30] the Yates Bill. We must be ready to combat any[40] such action. Yours very truly, (45)

25. Dear Sir: Please go over the engine in my car[10] and see if many new parts are needed. I have[20] had the car a long time, and if the expense[30] of fixing the engine is too great, I shall sell[40] the car and purchase a new one. Yours truly, (49)

Brief-Form Drill

1. I have lived among these people so long that I know who will be our friends. (16)

2. I shall thank you with all my heart if you will answer this communication. (14)

3. We have received a communication from a friendly house in the city, but we have not had time to answer it. (21)

4. Our recent experience in collecting our bill from Mr. Yates convinces us that he does not care about making purchases here. (21)

5. The effect of his remarks was to bring about a friendly feeling unknown before. (14)

6. We did not receive this letter in time to answer it or to send you the corrected list. (18)

7. Please return the corrected list, as no one else in the office has seen it. (15)

8. Dear Sir: Your report has reached the office. You give[10] the impression that you believe it to be correct and[20] complete, yet you have not reported your list from Rankin.[30] If there is nothing that you wish to conceal, please[40] communicate with the office immediately. Yours truly, (47)

Review Dictation—Chapter III

1. I have employed several girls to work in our book section. (11)

2. There is much to be said on the subject of the importance of this deal. (15)

3. The real purpose of my letter is to urge you to represent our company in your city. (17)

4. As stated above, you may either keep the goods or send them back by express. (15)

5. It is my opinion that you will be glad to put some of your capital into this company. (18)

6. This is a matter of little importance, but I have already complained to the city council about it. (18)

7. I am hoping to receive several orders in the course of a week. (13)

8. Homer has asked to see you several times during the day. (11)

9. I have made sales of several carloads of flour in your city, and this is the first complaint I have received. (21)

10. Dr. Hale has been making daily calls upon the three Perry children. Both of the smaller children have been ill, and the little girl is still very weak, though they all are much better today. (35)

11. Homer Payne, Toledo, Ohio.

Dear Sir: I am shipping your order complete today. The[10] goods go by express and should easily reach you by[20] the date of your opening sale. Yours truly, (28)

12. Otis Lee, Rochester, New York.

Dear Sir: When I agreed to take shares in your[10] company, I thought I could get the money together very[20] easily. I have not been able to get it, so[30] it will not be possible to go in with you.[40] Yours truly, (42)

13. Lawrence Harper, Columbus, Ohio.

Dear Sir: Mr. Stone went to New York yesterday. He[10] told me to get you to finish putting the new[20] floor in his office this week. Everything is ready and[30] you can start the first thing in the morning. Yours[40] very truly, (42)

14. Peter Morris, Rome, New York.

Dear Sir: Will it be possible for you to call[10] at the office early Saturday morning? Mr. Sharp wants to[20] see you about the general market situation in this part[30] of the country. Yours truly, (35)

15. Mr. Ben Sharp, Lake City, New York.

Dear Sir: Mr. Small says that yesterday he gave to[10] the special committee two official letters, showing everything

about the[20] case against his company. I cannot believe that he is[30] telling the whole truth, and I should like very much[40] to talk with you immediately. Yours truly, (47)

16. Peter Hart, Lennox, Ohio.

Dear Sir: It will be a great favor if you[10] will make a thorough study of our books. Several changes[20] must be made because there are so many complaints of[30] the present system. I desire to prepare for the necessary[40] changes. Yours truly, (43)

17. Harris Heath, Lorain, Ohio.

Dear Sir: Your notice to Mr. Lake regarding the change[10] in the market value of flour has reached me, but[20] it is rather late for any action to be taken.[30]

In the future, please send such important notices as this[40] to the main office. They will reach me much sooner.[50] Yours truly, (52)

18. Dear Sir: I hope that you will give me by[10] Saturday morning the name of some woman to take part[20] in our big meeting. She must be ready to tell[30] the public the whole truth about our cause. Yours truly, (40)

19. Miss Grace Gates, Waukegan, Illinois.

Dear Madam: Before your letter came this morning, I gave[10] the place about which you ask to Miss Ethel Smith.[20] There is sure to be a place for another woman between[30] this date and the first of July, and I will[40] see that you get it. Yours very truly, (48)

CHAPTER V

UNIT 13

Diphthongs Eu and Ow

1. It will take a few hours to get a new fuse. (11)

2. The day is humid, and we shall not need much fuel. (11)

3. A few men called and expressed their views about the situation in Cuba. (13)

4. I met your nephew, Eugene Buell, in Utah. Is he here at present? I have in view a good position for a youth of his age. (26)

5. Eunice says that the class as a unit will take up the question of using a few minutes every day for this study. (23)

6. The market situation has become acute, but it is futile to plan any action at this late date. (18)

7. Do you hear the owl hoot from the tower? (9)

8. How many ounces does this trout weigh? (7)

9. We shall work out a voucher system for handling this business. (11)

10. How much power has Mr. Hughes in this company? (9)

11. The company will get their power from the swift water of Owl Creek. They will make a dam near the mouth of the creek. (24)

12. We have at our camp a new scout whose name is Tom Dow. He is a stout fellow. Before noon every day

he catches a few trout. He makes a weekly trip to the city to bring out to the camp anything we need. (43)

13. Mr. Eugene Powell, Cuba City, Utah.

Dear Sir: We need a new fuse for use in[10] the tower here. We wish you would send us a[20] whole box of these, for we use a few of[30] them every week. We should have a box here so[40] we need not go to you so often. Yours truly, (50)

14. Dear Eunice: My outfit for the canoe trip is complete.[10] Mrs. Fowler has made me a blouse, which is nearly[20] finished now, and my new rod for trout fishing came[30] today. I have heard from our scout, Hugo, and he[40] agreed to be at Tower with the canoes. Yours, (49)

Dipthongs Oi and I

1. The boys coming from school are making a noise. Mr. Doyle is always annoyed by the noisy boys. (18)

2. Roy has a toy that weighs a Troy ounce. (9)

3. Do you think you will enjoy working in the soil in the country? (13)

4. There is so much unnecessary noise in the city that I enjoy the country. (14)

5. We have leased our place in Oklahoma to an oil company. They are drilling now. They are sure they will get oil, for there is a gusher on the place adjoining ours. (32)

6. If you need a new filing system, why not try one like mine? (13)

7. If you wish to go to Niles, I can find time to buy your ticket. (15)

8. Guy has left high school and is driving a truck for the White Tile and Silo people. (17)

9. We have placed a new sign on a high point a mile out from Niles, but we think it is too small in size. (24)

10. We used twice as much power this month as we thought we should require. (14)

11. We have received your fine order for guides for your files and shall send them out to you immediately. (19)

12. Guy Piper has a position as designer for the Rice Dry Goods store. (13)

13. We can supply all the goods you need, but prices are high now and we think they will go still higher. If you are wise, you will place your order very soon. (32)

14. We hired Dwight Wiley this spring to drive an oil truck between Niles and Troy. He made his final report today.

While the price of oil has been higher than usual, there has been an increase in the use of our oil among men who drive cars of the lighter types. (51)

15. Dear Roy: I put an ad in the paper for[10] an office boy, and so many boys have asked for[20] the place that I can hardly make a choice. Do[30] you know anything about Lloyd Fowler? Yours truly, (38)

16. Roy Powell, Oil City, Pennsylvania.

Dear Sir: Do you expect to appoint another man to[10] work in the office here? We are selling so much[20] gas and oil that two men cannot handle it any[30] longer. I pointed this out to you early in the[40] season, but the situation has now become acute. Yours truly, (50)

17. Hugh Straus, Ionia, Michigan.

Dear Sir: We have appointed Lloyd Howell to join you[10] early in the week. He has had long experience in[20] the oil business at Troy, and we think we have[30] made a good choice in giving him the place. Yours[40] very truly, (42)

18. Mr. Ira Doyle, Tyler, Illinois.

Dear Sir: The view from the high point above the[10] lake is very fine. I cannot see why you let[20] the Bryce Oil people

put up a huge unsightly sign[30] out there, for it will spoil a view of the[40] lake. If a sign of this type is placed there,[50] I shall apply to the highway police to have it[60] taken away. Yours truly, (64)

19. Hugh Bryce, Fowler, Utah.

Dear Sir: While you are in the city, we wish[10] you would inquire into the matter of a supply of[20] copper wire for our use here.

We are now buying[30] from the Simons company, but their prices are so high[40] that we wish to find another house selling the same[50] kind of wire at lower prices. Yours truly, (58)

Brief-Form Drill

1. We are having our house wired now, and we expect to put in a new system of lighting as soon as it is ready. (24)

2. Do you think Cyrus might want to buy a car of this design? (13)

3. You might have a thousand buyers if your prices were lower. (11)

4. A wire from our office says they would like to have us return, as they are behind with their work. (20)

5. I have been carrying these goods as a side line, but all my time is needed for other business, so it is quite possible that I shall give it up. (30)

6. Roy Wiley used to take nightly trips in his car after the day's work was over. (16)

7. If I get your meaning rightly, you wish me to wire as soon as I find out how much power the mill will require. (24)

8. All his life, Mr. White tried to get appointed to this position. (12)

9. It is quite possible that I must give all my time to matters of this kind in the future. (19)

10. If you regard your work lightly, you will be likely to find that you are out of a position. (19)

11. Dear Sir: I find that I cannot supply all the[10] goods you require at this time, but I shall ship[20] out as much as I can today and shall complete[30] the order later. Yours truly, (35)

12. Mrs. Eugene Price, Wabash, Indiana.

Dear Madam: I have a fine line of goods, which[10] I should like to show you if you will kindly[20] set a date when I may call. Very truly yours, (30)

13. My dear Sir: You are behind with your reports and[10] I am writing to inquire if you are also behind[20] with your work. If so, how far behind are you?[30]

We require a daily report from each man on the[40] road, and we wish to find out immediately the cause[50] of your delay. Yours truly, (55)

14. Hugh Bowers, Tower City, Utah.

Dear Sir: Your letter asks how long it will take[10] to get out a few thousand tags for you.

We[20] are so busy at present that we cannot get them[30] out now, but possibly we can start the work early[40] next month, and then we can send you as many[50] thousand as you can use, without any further delay.

Will[60] this suit you? Yours truly, (65)

UNIT 14

Vowel Combinations

1. Leo used to say that he liked poetry and wanted to be a poet. Now he talks of nothing but the radio. (22)

2. It was a snowy day, but Miss Bowen drove her Reo to Genoa City. (14)

3. Owen raises peonies for market. He has many showy kinds that sell readily. (13)

4. The doctor said it would be wise for Leo to be on a diet. Leo does not object, though he places no reliance on diets. (25)

5. There was a riot at the rodeo. (7)

6. There is a fine course in general science in our high school. (12)

7. Prior to our trip we took a course in science. (10)

8. Ship all goods via City Motor Express. (7)

9. Jack Mayo, alias Jim Elliott, is charged with many crimes. (10)

10. Please address my mail in care of Lydia Bowen, Olympia. (10)

11. The aviator flew to Arabia via Judea. (7)

12. Miss Lillian Owens played a piano solo. (7)

13. Julia would not eat her cereal this morning. (8)

14. Leo played the part of Romeo and Marian was Juliet. (10)

Omission of Minor Vowels

1. There was a letter from Mr. Owens in the morning mail. He enclosed an amusing note from Amelia. (18)

2. You will find our house on the right side of a long avenue called Broadway. (15)

3. We have high ideals for our business, and we try to live up to them. (15)

4. Leo is a genius in music. (6)

5. Manual labor is too strenuous for a musician. (8)

6. I put in many hours of arduous toil before I finished my course in science. (15)

7. I have an idea that we can find some way to take advantage of the reduced prices. (17)

8. It was a tedious, arduous task to get out the mail today. It was amusing to watch the office force doing the manual work of enclosing letters. (27)

9. If you have any idea how to arrange this affair, please write our office right away. (16)

10. I enclose my check to settle my note at the Savings Bank. It falls due today. (16)

11. I shall ask for a renewal of the note, which falls due on Tuesday. (14)

12. The senior cashier said that the bank would either give me a renewal of my note or make me a new loan for a bigger sum. (26)

13. An official of the bank said he could not make Noah a loan because he was sure he could not trust him any further. (24)

14. We are unwilling to renew your lease at the present rates. (11)

15. I have an idea that we can get Mr. Bryan to put in one of our new radios. (18)

Brief-Form Drill

1. I trust you will write me at your first opportunity. (10)

2. If you find a dollar bill on the floor, please remember that it is mine. (15)

3. I shall not object to the action you are taking, but I think it is strange. (16)

4. I trust you will mail this letter as soon as you know Mr. Elliott's address. (15)

5. Please treat Mr. Owens with the respect that is due his official position. (13)

6. We respectfully inquire what arrangement you have made. (8)

7. Take advantage of every opportunity to report to the office. (10)

8. Please make daily reports throughout the course of this trip. (10)

9. What progress have you made with your various plans? (9)

10. I wonder if he will find opportunity to write before he goes across to France. He agreed to wire before he sails. (22)

11. Dear Sir: We enclose a list of all the goods[10] we have ordered recently. None of these goods have been[20] received. Why are you so slow about sending them? Yours[30] truly, (31)

12. Dear Sir: We believe it is to your advantage to[10] send your orders early in the season, while we have[20] a complete line of goods of all kinds. Why not[30] mail us immediately a list of your needs for fall?[40] Yours truly, (42)

13. Dear Sir: I am wondering if you will consider an[10] arrangement that I think would be to your advantage. It[20] is fully explained on the enclosed sheet. Please write me[30] as soon as you have had time to look it[40] over. Yours truly, (43)

14. Dear Sir: Have you made any progress with your case?[10] I have come across some letters that will help you.[20] Please write me immediately if you wish to have me[30] send them to you. Yours truly, (36)

15. Dear Sir: I mailed you yesterday a report on this[10] case. I think it is strange that our progress has[20] been so slow, but I trust that we now have[30] everything under way and can soon have arrangements made which[40] will please both sides of the case. Yours very truly, (50)

16. Dear Sir: There is a place on our sales force[10] for at least one good man to take over our[20] sales in your county. We consider this a fine opportunity[30] for the right man, and believe that it will be[40] to your advantage to give it consideration. If you desire[50] to change now, please arrange to see Mr. Mayo soon.[60] Yours truly, (62)

17. Dear Sir: I am applying for a position in Troy,[10] and I shall need to present the names of several[20] men who can speak of my work here. I am[30] wondering if you will object if I use your name[40] in this way. I shall consider it a great favor[50] if I may do so. Yours truly, (57)

18. Dear Sir: We make papers of various types, several of[10] which can be used for the purpose you mention. We[20] cannot tell from your letter which one would suit your[30] needs, so we are mailing you today a full list,[40] from which you may make your choice.

Please wire the[50] number of the one you desire and we shall ship[60] it to you immediately. Yours truly, (66)

19. Dear Sir: I trust that you will take advantage of[10] your first opportunity to call at this office. There are[20] some important matters that must be taken under consideration as[30] soon as we can get together, and I should like[40] very much to see you within the next three days.[50] Yours truly, (52)

UNIT 15

Omission of U and Ow

1. I shall add this column for the purpose of getting the work done quickly. (14)

2. I shall stop here only long enough to get the clutch fixed. (12)

3. Judge Brown announced that there was no case against Ross Summers. (11)

4. I took my car to Dunbar to get the clutch fixed, but they would not touch it until Thursday or Friday. (21)

5. We expect prices on these goods to go down very soon. (11)

6. We shall rush your order if you must have the goods now. (12)

7. See if you can get a new pump put in before Monday. (12)

8. Several towns in this section of the state will unite in choosing a man to oversee work on the public highways this summer. (23)

9. Our new factory was begun early in the year and we expected to have the work done before this time. We find now that we cannot complete it before the end of summer, though we shall rush it as much as we can. (43)

10. Dear Sir: We have several tons of crushed stone for[10] immediate sale on which we can quote you very low[20] prices. Send in your order today if you wish to[30] take advantage of this opportunity. Yours truly, (37)

11. Dear Sir: We find that you are still owing us[10] for lumber purchased a year ago. You surely cannot expect[20] us to fill your present order until you have made[30] some arrangement to pay your former bill. Yours truly, (39)

12. Dear Sir: We enclose an order for two dozen brushes.[10] This is a special order and we wish you would[20] rush it. Please ship the brushes direct to Brown &[30] Lane and charge the bill to us. Yours truly, (39)

13. Dear Sir: We feel that we cannot put any more[10] money into the lumber business at present. We have quite[20] a "bunch of money" in the mill at Brown City,[30] as you know, and we think that in the long[40] run it will not pay us to put in any[50] more. Yours truly, (53)

The Syllable Sume

1. Mr. Brownell will not resume his work until spring. (9)

2. I am going on the assumption that this note will be met when due. (14)

3. I assume that it is part of my duty to look after the office while you are gone. (18)

4. I presume that you will find everything satisfactory when you get to Niles. (13)

5. Consumption of our goods has increased so much that we are now working overtime to keep ahead of our orders. (20)

6. The judge says that the presumption is that these men are guilty. (12)

Joined Prefixes and Suffixes

1. Perhaps we can get permission from the proper officials to carry on our work according to this process. (18)

2. Please permit me to prove to you that I can perform all I say I can do. (17)

3. I have permission to pursue my work in my own way. (11)

4. I promise to send these goods at the price you have previously been charged for them. (16)

5. I charge so little for these brushes that I make very little profit on them. (15)

6. We preferred to prepare the papers in this case in our office because we felt that perhaps we should not trust others to do it. (25)

7. It is probable that this problem can be solved by the process usually employed in cases of this kind. (19)

8. We shall probably receive some profit from these lots if we are permitted to carry on the sale under our present plans. (22)

9. Your note is payable at the bank today. You must go to town for the purpose of paying it. (19)

10. It is a very simple matter to cause trouble in this case, but I prefer that some other person shall start it. (22)

11. These goods are too valuable to risk sending through the mail. (11)

12. These goods are not mailable because they break so easily. (10)

13. If this is a fair sample of the goods you sell, they are not suitable for our use. (18)

14. Seasonable goods are always salable. (15)

15. Your purpose is laudable, but you will have trouble in carrying out even a simple scheme of this kind. (19)

16. My notes are perfectly readable, which will help me to get them out quickly. (14)

17. The goods purchased at this sale are not returnable, and all bills are payable on the first of next month. (20)

18. It is desirable that some reliable person shall take charge of all the papers available in this case. (18)

19. He left the office a moment ago to keep an appointment with some person who called him on the phone. (20)

20. We send out statements on the first of each month and we expect settlement to be made early in the month. (21)

21. I have received an announcement of a sale on office and filing equipment. (13)

22. We like the treatment we have received from your house so much that we shall be glad to arrange for a new agreement for this year. (26)

23. Please make shipment by Friday, according to our agreement. (9)

24. Dear Sir: You ask for a permit to put up[10] a frame shed on Broadway.

This council cannot give you[20] permission to do this, since Broadway is within the city[30] fire limits. The shed must be of brick, or something[40] else that will be fireproof, or we cannot give a[50] permit. Yours truly, (53)

25. Dear Sir: I wish to see you about our agreement[10] to consider the employment of another man on the road.[20] May I have an appointment this afternoon? Yours[30] truly, (29)

26. Dear Sir: Once more we are mailing you a statement[10] of your bill of October 4, and ask that you[20] make some payment very soon. We shall expect you to[30] arrange for the settlement of at least a part of[40] this bill immediately. Yours truly, (45)

Compound Prefixes

1. You must conform to the requirements of our office if you wish a satisfactory salary. (15)

2. Please inform Mr. Riley that we shall be ready to consider his case this afternoon. (15)

3. I am confident that he will recommend me for a position in the office, but it is improbable that the salary will be satisfactory. (24)

4. It is quite probable that we can get something inexpensive that will do quite well for this purpose. (18)

5. The young man who represents us is inexperienced, and his reports are usually incomplete. (14)

6. A number of unemployed men applied for work this morning, but I could not recognize any of them as men whom I have known before. (25)

7. Leo gave in detail a report of a number of unimportant matters that occurred at the monthly meeting of the club. (21)

8. Your presence at the meeting was unforeseen, and the announcement you made was totally unexpected. (15)

Brief-Form Drill

1. Your report brings before our organization the most serious problem we have had to solve. (15)

2. Many a person has won success by confidence in his own powers. (12)

3. We regret to send you an incomplete report now. We shall wire you full details later. (16)

4. What success have you had in organizing your new corporation? (10)

5. We have had so much experience in dealing with this organization that we no longer care to send our orders there. (21)

6. I believe that we can now go ahead in hearty accord in carrying out our purposes. (16)

7. Our correspondence does not cover the point raised by Mr. Doyle. (11)

8. Please mail direct to the home office the report covering your trip through the cities of Illinois and Wisconsin. (19)

9. We have enough proof to believe that the success of one organization is due directly to the efforts of our senior officials. (22)

10. We have had some success, but we shall not be satisfied until our success is complete. (16)

11. It is probable that we shall call a special meeting, since we have had so little success in getting a quorum at the regular meeting. (25)

12. I am confident that Roy White will be able to perfect his process of dyeing silk. (16)

13. It is my personal opinion that we cannot stop making the old types of radio now. There are still a number of places where they sell more readily than the new ones. (32)

14. We sell nothing except very fine springs for these beds. If you are not satisfied, we think there must have been an error in the springs shipped to you. (29)

15. If this correspondence had come to me in the regular line of business, I should regard your letter as a communication to be kept in confidence. (26)

16. Mr. Paul Barlow, Toledo, Ohio.

Dear Sir: We regret that we cannot send all of[10] your order today, for we carry only a small lot[20] of the writing

paper you wish. We have asked the[30] jobbing house to send it direct to you. You will[40] thus receive it sooner.

We trust that this arrangement will[50] be satisfactory to you. Yours truly, (56)

17. Mr. Alfred Cooley, Oklahoma City, Oklahoma.

Dear Sir: We regret to receive your report about the[10] fire risks at our factory. We shall immediately check over[20] the lighting system and all wiring, and complete our plans[30] for an overhead sprinkling system.

Will this satisfy the requirements[40] of your organization? Yours truly, (45)

18. Herman Bronson, Sun Lake, Wisconsin.

Dear Sir: While we recognize fully the excellence of the[10] work you are doing, we regret to inform you that[20] the home office will not at this time raise the[30] salaries of any men except those who are on the[40] regular force.

Your reports are excellent, and I am fully[50] satisfied with the progress you have made in organizing the[60] work there. It is my personal opinion that you are[70] due for a salary increase the first of the year.[80] Yours truly, (82)

Review Dictation—Chapter IV

1. It becomes increasingly clear that Yates will be acquitted of the charge against him. (14)

2. We are unwilling to give the men a raise in wages at present, but we shall very willingly give them an increase in the spring. (25)

3. The man whom you employed to examine the books quit before the work was finished. (15)

4. Is it true that Mr. Mooney has purchased a new set of blank books? (14)

5. It is seemingly impossible to get a chance to have any dealings with your company. (15)

6. It will be unnecessary for you to come at this time. Explain what is needed and we shall get along without your presence. (23)

7. We are putting on a sale because we are exceedingly eager to get some money quickly, even though we must take some loss. (23)

8. We are quoting you the usual rates for labor on your engine. (12)

9. You give us the impression that you are unwilling to wait until we have time to clear up our affairs. (20)

10. Dear Sir: I have received no reply to my recent[10] communication asking for your prices on woolen blankets. I cannot[20] tell which particular style I wish to get until you[30] quote your prices.

May I expect a reply soon? Yours[40] truly, (41)

11. Dear Sir: You will remember that we agreed to put[10] a full force of men on your job and hurry[20] it through.

We have made every effort to do this[30] and are glad to report that the job is completed,[40] ready for your acceptance. Yours truly, (46)

12. Dear Sir: I expect to be in your salesroom on[10] July 9. Will Mr. Waite be in the house during[20] July?

I suppose it is unnecessary to say that I[30] need to purchase a big supply of rugs. Yours truly, (40)

13. Dear Sir: Mr. Waite takes a long vacation this year.[10] He has already gone east and will not return until[20] early September.

I am in charge of the section while[30] he is away, and I shall be very glad indeed[40] to show you our fine lot of rugs when you[50] come. Yours truly, (53)

14. Dear Sir: I cannot say whether I shall be able[10] to get away this month, but I expect to visit[20] all of the branch stores before fall, and shall come[30] to Brown City first.

You may look for me not[40] later than August 7. Yours truly, (46)

15. Dear Sir: I wish you would make it your duty[10] to report for this paper the case against Frank Cummings.[20] The case comes before Judge Long this fall.

You can[30] get word to the office if you wish to communicate[40] with me. Yours truly, (44)

16. Dear Sir: After examining your report with some care, I[10] have some questions to which I should like your answers,[20] especially in regard to waste of government money.

May I[30] look for a call from you some evening within the[40] next two weeks? Yours truly, (45)

17. Dear Sir: We are sending in a correct list of[10] the purchases made for your school recently. We have also[20] added to the list our necessary expenses.

Is there anything[30] further that we can do to aid you? Yours truly, (40)

18. Dear Sir: From our recent experience, we are in a[10] position to say that you cannot carry over until next[20] season goods of this particular nature. They go out of[30] fashion very quickly and become exceedingly difficult to sell. Purchase[40] only enough to carry you through the spring. Yours truly, (50)

19. Dear Sir: Once more let me bring to your notice[10] our bills of September 9 and October 17.

Both of[20] these bills were due three months ago and, seemingly, you[30] made no effort to pay them. Please explain the matter[40] or else mail your check without delay. Yours truly, (49)

CHAPTER VI

UNIT 16

Blended Consonants

1. I have planned to go into the business of selling bonds this winter. (13)

2. Andrew planned to go to Holland with the band. (9)

3. We have taken an inventory and have found that we have plenty of stock to carry us until the second week of March. (23)

4. We have signed a lease for the second time, but the rent is so high that we shall try to find another place before August. (25)

5. Hugh Brant signed a note when he borrowed funds to buy more land for the use of his laundry. (19)

6. I have made a second effort to see Mr. Vincent about the payment of the rent. (16)

7. Mr. Hunter owned some bonds of the Lander Joint Stock Mills. (11)

8. We have found that we cannot possibly make a second trip to Flint before Saturday. (15)

9. We have for sale a new issue of the bonds of the Kent Printing Corporation. These bonds are tax exempt. (20)

10. I am glad you sent me notice that my note will be due in September. I might have overlooked it. I shall be prompt in payment. (26)

11. I have received a second notice in printed form, urging me to be prompt in purchasing bonds of the Indian Hills Land Corporation. (23)

12. Dear Sir: Two years ago I lent you $150[10] and took your note in settlement. The note[20] falls due on September 12 and I am hoping that[30] you have planned to pay it. Please let nothing prevent[40] the payment, for I shall need every cent. Yours truly, (50)

13. Andrew Hunter, Oakland, California.

Dear Sir: I have found out that you plan to[10] refund the payments made by those who formerly owned stock[20] in the land corporation. I believe this action is prompted[30] by your desire that no person shall lose by this[40] failure, but it has always seemed unfair and I shall[50] do all I can to prevent it. Yours truly, (59)

14. James Painter, 1500 East Avenue, Bond, Kentucky.

Dear Sir: I am going to California for the winter[10] and wish to rent my house while I am gone.[20] At first I planned to let it stand empty, but[30] I have changed my plans.

Do you think you can[40] find a renter within the next two weeks? Yours very[50] truly, (51)

15. Mrs. Ethel Newland, 800 Second Avenue, Brant, Delaware.

My dear Madam: I have already found a renter for[10] your house, if you will consent to allow her to[20] rent one of the rooms. The person who wants the[30] house is Mrs. Sarah Brent, who will come to see[40] you about it on Sunday. Yours truly, (47)

16. Mr. James Bond, London, California.

Dear Sir: Our lease on the land owned by John[10] Grant, which we have been renting for several years, will[20] run out in October.

I sent Hunter to inquire if[30] we can buy this land, and he found Mr. Grant[40] perfectly willing to sell at a fair price. Do you[50] think it is wise to buy it now? Yours truly, (60)

Ld Combination

1. The old man appealed to Judge Holder to be allowed to keep the child. (14)

2. This field has not been tilled properly for a long time, and it does not yield so heavily as it formerly did. (22)

3. After you have sealed the letters, be prompt in mailing them. (11)

4. If you have not filed your report by Wednesday, June 6, we shall stop payment on your check until the matter is settled. (23)

5. This year, January was a much colder month than February. (10)

6. We have sold our entire stock of trimmed hats to the Olds Hat Shop. (14)

Days and Months

1. There will be no school on Monday or Tuesday, but classes will resume full work on Wednesday morning. (18)

2. We have sold more goods in our regular June sale than ever before. The sale began on Thursday morning, June 1. (21)

3. Our sale on Saturday morning failed to yield the profit we expected. Our sales force will leave the office on Friday morning and will be gone on this trip until Friday night, July 2. (34)

4. Rose Fielding would not hold her position during the cold winter months, so her older sister took her place early in December. (22)

5. We are getting out a printed folder which will give the details of the sale to be held here in October. (21)

6. Henry Childs, working on the new Herald Building, was killed yesterday morning by a fall from an upper floor. (19)

7. We sold our printing plant to the Highland Paper Mills. They began work on Wednesday morning. (16)

8. I should have filed my report early Thursday morning, but I held it over until Saturday morning because I wished to change a few points. I worked on it Thursday night and all day Friday. It was ready Friday night. (40)

9. There is a busy season at our store during the spring months, March, April, and May, and again in the fall, September, October, and November. We are never rushed in June, July, and August.

In December there is a big holiday season and we take inventory in January. February is always the month when we hold a big sale prior to getting in our new spring stock. (67)

10. Vincent Summers, Los Angeles, California.

Dear Sir: You ask for a loan to enable you[10] to complete your new building. I regret that I cannot[20] spare the money now, but I suggest that you try[30] the City Building and Loan people. See them, if you[40] can, before Wednesday night. Yours truly, (46)

Brief-Form Drill

1. The entire stock will be sold at auction on Wednesday, July 2. (12)

2. Please send a remittance when you order a new stock of goods. (12)

3. Our shoe factory brings a new industry here. It has made so much progress that it has already become a very important industry. (23)

4. Mr. Hunter made a valuable suggestion, which we can easily use in our business. (14)

5. Dear Sir: Please mail us a second copy of the[10] invoice of goods shipped to us on June 12. We[20] cannot find the copy that came with the goods. Thank[30] you. Yours truly,(33)

6. Grant Hunter, Long Beach, California.

Dear Sir: I wish to acknowledge receipt of your letter,[10] which came this morning. Thank you for the suggestion. I[20] have referred it to the proper official, who will write[30] you fully later in the week. Yours truly, (38)

7. Andrew Kent, Highland, California.

Dear Sir: Again we wish to call your attention to[10] your invoice of July, now nearly three months overdue. We[20] feel that we cannot allow this bill to stand open[30] on our books after the first of next month, and[40] if we have not received your check in full payment[50] by that time, we shall make draft on you through[60] our bank. Yours truly, (64)

8. Hugh Sands, San Francisco, California.

Dear Sir: Your letter of August 1 refers to my[10] old invoice, $54. On September 3 I mailed[20] you a check to cover this invoice. You failed to[30] acknowledge receipt of the check, so perhaps you never received[40] it. Please look it up. Yours truly, (47)

9. James Trent, Holland, Michigan.

Dear Sir: I regret that I have been obliged to[10] delay payment of my July invoice because I have been[20] unable to collect money due me. I expect now to[30] be able to send a remittance covering the entire bill[40] before the date you mention, December 1. Yours truly, (49)

10. Chester Fielding, Flint, Michigan.

Dear Sir: We wish to acknowledge receipt of your order[10] of November 9. We have filled it in full except[20] for the gold pins.

We are obliged to hold this[30] part of the order until we receive the pins from[40] the factory, since they are being made up for us[50] on special rush order. As soon as we receive them,[60] we shall send them out to you promptly. Yours truly, (70)

11. William Bolden, Ashland, Wisconsin.

Dear Sir: If you will refer to our correspondence during[10] the month of June, you will recall that everything seemed[20] to be settled in a manner that was entirely satisfactory[30] at that time.

Since then I have received a bank[40] draft from Mr. Holden, who is now in California. I[50] enclose my check for your share of this payment, $95,[60] and also a copy of my letter acknowledging[70] receipt of the draft.

Is this satisfactory to you, or[80] do you wish to suggest further action that we can[90] take? Yours truly, (93)

UNIT 17

Blended Consonants

1. It is altogether probable that we shall spend more money than we have set aside for this purpose. (18)

2. When our agent opened the mail Monday morning, he noticed your mistake in sending the check to his office instead of mailing it direct to the home office. (28)

3. I cannot see how you happened to spend so much money on your trip to Montana. (16)

4. The fruit has not ripened so early as usual because the summer has been so cool. (16)

5. Mr. Carpenter is writing a book about the legends of the Indian tribes of Montana. (15)

6. The failure of our business seems impending, but we think we can carry on until fall, when all lines of business will surely be better than they are at present. (30)

7. The selling value of our goods is cheapened by a flooded market. (12)

8. The size of our purchase must be contingent upon the price. (11)

9. The pageant was opened by the regent, who told a legend of Indian days. (14)

10. You have definitely cheapened the quality of the goods by using Rayon instead of real silk. (16)

11. The rules must be very stringent upon this point, for we shall be held responsible for keeping order. (18)

12. The carpenter who is building the house is thoroughly reliable, and we can depend upon him fully. (17)

13. Mr. Francis Carpenter, Flint, Michigan.

My dear Sir: I like the spirit in which you[10] have devoted so many hours to completing your safety device.[20] This is real creative effort, and I shall endeavor to[30] see that your work is recognized by the council. Yours[40] very sincerely, (42)

14. Harris Payne, Billings, Montana.

My dear Sir: In response to your question, I looked[10] up the cases you mentioned. I found that there is[20] the difference you suggest between the Indiana reports and those[30] from Montana. Yours truly, (34)

Business Phrases and Brief-Form Drill

1. I have been spending too much time on creative planning. I have not divided my time wisely. (17)

2. Our agent in India wants to be regent of the college for natives, but they are positive that he once tried to defraud them. There is nothing that we can say in his defense, though we regret that anything of the kind happened. (43)

3. Our entire stock is for sale, as we are moving to a different climate, possibly to California. The stock to be sold is valued at $15,000 on our inventory, and we think it should bring approximately that sum. (40)

4. Gentlemen: We are positive that the goods will come tomorrow.[10] If they are late, we shall hold the railway responsible[20] for any loss of orders. Sincerely yours, (27)

5. Dear Mr. Deland: We shall move this month to Indiana.[10] Yours very sincerely, (13)

6. My dear Sir: Your agent's report differs from that given[10] us by your home office. Yours respectfully, (17)

7. Gentlemen: We shall not for an instant question your motives,[10] but we know that you have cheapened these goods by[20] using cheap silk. Very sincerely, (25)

8. My dear Sir: Please use your influence to help the[10] regents put over the spring pageant. Cordially yours, (18)

9. Mr. Earl Grant, Butte, Montana.

My dear Sir: We recently gave you an order for[10] window shades of a definite quality, to be delivered to[20] our agent at Oakland.

It appears that when he opened[30] the box he found that the goods sent were entirely[40] different in quality from those ordered. They were wholly lacking[50] in the beauty and finish of the sample.

We have[60] depended upon you in this matter, and we should like[70] to have you explain it. Yours sincerely, (77)

10. Page and Laurence, Holland, Michigan.

Gentlemen: When I opened my mail Thursday morning, I found[10] a credit slip for $16 addressed to William Deland.[20] This was sent by mistake, since no credit is due[30] me.

I am returning the slip to you. Yours very[40] sincerely, (41)

11. Mr. Irving Colby, San Francisco, California.

Dear Mr. Colby: May I urge that you use your[10] influence in defense of Mr. Carpenter when he appears before[20] the committee tomorrow? I fear that opinion is divided and[30] that he must have the backing of his friends or[40] he will be defeated. Cordially yours, (46)

12. Harley Gould, Butte, Montana.

My dear Sir: I am positive that it will be[10] necessary for you to defend your recent action in selling[20] land without

the knowledge and consent of the regents. They[30] will never question your motives, but they feel that the[40] land should not have been sold. It will be wise[50] for you to explain it at the next meeting. Very[60] respectfully yours, (62)

13. Carpenter & Trent, Indianapolis, Indiana.

Gentlemen: This town is to be made a division point[10] for the railway this spring. This will make it possible[20] to deliver goods from our factory direct to your store[30] and will do away with annoying delays.

Mr. Payne will[40] be there tomorrow with a full line of samples, and[50] we are confident that you will like the quality and[60] beauty of the spring goods. Yours very sincerely, (68)

UNIT 18

Vowel Omission in Prefixes

1. The judge will dismiss the case if his decision is questioned. (11)

2. He discovered with dismay that he could not dispatch his business in time to get home before his friends departed. (20)

3. It is not difficult to discover the cause of the business depression. (12)

4. Since we discovered his deceit, we feel that we can no longer depend upon him. (15)

5. We dislike to display our new line before the date of our winter opening. (14)

6. Please tell me why you have delayed making your decision. (10)

7. I beseech you not to resign while we are depending upon you. (12)

8. Besides repair work, we have had very little to do this month. (12)

9. Our rates this season are below our usual charges. (9)

10. Please replace these goods on the shelves where they belong. (10)

11. You will revise your decision when you have reviewed the previous reports. (12)

12. There is a remote chance that we can get Mr. Sharp to renew our note. (15)

13. He determined to remove to a city where he could depend upon getting plenty of help. (16)

14. Davis said he repented his deceit and promised to reform if he was not discharged. (15)

15. They told us down town that they can reline our brakes tomorrow. (12)

16. We opened a retail store for all auto supplies, besides running a repair shop. (14)

17. It was not difficult to recover the ground lost through the mistakes of one of our cashiers. (17)

18. We have a remote chance of recovering this business if we go after it without delay. (16)

19. Gentlemen: We have allowed you a reasonable time to pay[10] this bill, and now we must ask for a prompt[20] payment or an excellent reason for further delay. Yours sincerely, (30)

20. Mr. John Harper, Long Beach, California.

My dear Sir: I have reviewed your story, and wish[10] you would rewrite the first part of it to bring[20] out the details more clearly.

Also, please revise your closing[30] statement. I am quite positive that it will give offense to[40] some readers. Cordially yours, (44)

21. Mr. Paul Drake, Los Angeles, California.

Dear Mr. Drake: I have a note for $250,[10] which falls due on Saturday, June 8, and I[20] have every reason to believe

that the bank will not[30] renew it. Can you lend me either the full sum[40] or enough money so I can make a part payment?[50] Sincerely yours, (52)

Phrasing Principles

1. I had no idea that I could sell merchandise of high quality in a town as small as Bates City. (20)

2. The auditor said he had mislaid the papers in the case against the Brown Foundry, but he thought you had another copy. (22)

3. We had advertised without success several times previously, so we thought it would be difficult to find a man to replace Mr. Beecher. (23)

4. Leo said he was not eager for an education, but he had so many friends going to college that he determined to go also. (24)

5. There was not a sufficient quantity of coal to carry us over the season. (14)

6. It is not likely that we shall get out a new fall catalogue this year. (15)

7. He had no chance to replace the catalogue on the shelf beneath the adding machine. (15)

8. When you said you had mislaid the paper, I had no idea that you were deceiving me. (17)

9. We dislike to discharge a man, because he always feels that it is a disgrace. It is better for him to resign. (22)

10. They had no reason for dismissing him, but he was slow and often delayed their repair work. (17)

11. Mr. Willis Baker, San Francisco, California.

My dear Sir: I am quite discouraged about office affairs[10] at present. I had to discharge one man because I[20] found that he was not dependable, and a second man[30] resigned without giving any reason.

I am very much in[40] need of help and wish you would find me[50] two good men to replace these men. Yours sincerely, (58)

12. Mr. Herman Drake, Billings, Montana.

My dear Mr. Drake: As senior auditor for your company,[10] I have finished inspecting the work of Mr. Bates, your cashier.[20] I had heard that he had a very fine previous[30] record, and I expected to be able to give an[40] excellent report, but I find that his work here has[50] not been at all satisfactory.

I suggest that you remove[60] him from his position and replace him with some man[70] who is better prepared to do the work. Sincerely yours, (80)

Brief-Form Drill

1. The newspaper tried to educate the public to regard the new park as an improvement, but most people failed to agree. (21)

2. It is a pleasure to report that our fall catalogue will be out very soon. (15)

3. We have had no occasion to ask him for a share of his advertising previous to this date. (18)

4. We make it a rule to carry full insurance on all merchandise in stock. (14)

5. Please see if you can suggest any improvements in our way of keeping the records. (15)

6. We enclose an envelope for your reply. (7)

7. There is not a sufficient quantity of paper like our envelopes to carry us through until November. (17)

8. It was not difficult for him to discover how much money we had. (13)

9. We advertised for a man to keep our records. (9)

10. There is not a sufficient quantity of merchandise in stock to pay for getting it insured. (16)

11. It is not an improvement to change our window display, but Roy takes pleasure in doing it. (17)

12. I have determined to insure all the merchandise I purchase. (10)

13. On all previous occasions we have found it difficult to get sufficient advertising for the newspaper. (16)

14. In regard to education, I can refer you to the teachers of my high school. (15)

15. I should like to acquaint you with the reports, which prove that business has improved over the records of previous years. (21)

16. It is a pleasure to send you our new catalogue. Please inspect it and report any improvements that you wish to suggest. (22)

17. The newspaper is trying to educate the public to a belief that it pays to advertise the advantages of our city. (21)

18. It is difficult to state how much insurance will be sufficient to cover our needs for the year. (18)

19. I have not had sufficient acquaintance with the records to enable me to determine definitely the cause of the difficulty. Nevertheless, I agree with the opinion you have expressed on the case. (32)

20. Long & Branch, Los Angeles, California.

Gentlemen: Please quote us rates for printing our catalogue for[10] this season. The book will be the same size[20] as our previous catalogues, but we wish a better quality of[30] paper than that used in former years. Yours very truly, (40)

21. The Oakland Herald, Oakland, California.

Gentlemen: When we have had sales on special lines of[10] merchandise on previous occasions, we have always advertised in your[20] newspaper. We have determined that this

year we shall advertise[30] only through our catalogue. Sincerely yours, (36)

22. Mr. Henry Price, San Francisco, California.

Dear Mr. Price: I carry life insurance for $2,000.[10] Can I borrow on this insurance a sum sufficient[20] to enable me to complete my education? I am not[30] acquainted with any official at the bank, so I hesitate[40] to ask them. Respectfully yours, (45)

23. Gentlemen: There has been a delay in getting out your[10] catalogue because we have not received the advertising copy. If[20] you will send it, we can get the catalogue out[30] before the end of this month.

If there is any[40] further delay in sending us this copy, it will not[50] be possible to print the catalogue before June. Yours very[60] sincerely, (61)

24. Gentlemen: In September we wrote you in regard to your[10] advertising for the coming year. We believe it will be[20] to your advantage to allow us to handle this business,[30] and if you will give us an opportunity, we shall[40] be glad to do everything we can for you.

May[50] we send Mr. Harmon to talk it over with you[60] again? Sincerely yours, (63)

Review Dictation—Chapter V

1. I wish to inquire how many thousand bills you would like to have us supply. (15)

2. Mr. Noyes says that one whole ounce of this oil is too much. (13)

3. This book is out in folio form. It was first published as a serial. (14)

4. Prior to putting our new radios on the market, we must create a desire for them. (16)

5. I have an idea that expenses can be reduced by care in planning. (13)

6. It seems strange that no new theories have been expressed as to the proper way of handling this business. (19)

7. My sample trunk was crushed, but perhaps it can be fixed. (11)

8. Work on the new apartment house across from the park was begun early in the summer. (16)

9. We prefer to employ only men who are sensible enough to perform their work according to the example set them. We cannot take the trouble to watch them. (28)

10. If this process is a success, probably the work will be profitable. (12)

11. It is improbable that there will be another opportunity to purchase trunks of high value at this low price. (19)

12. I can find nothing to regret in the way we are handling this side of the case. (17)

13. Why not use power from the swift water of Owl Creek for your lighting system? (15)

14. There was much excitement on the market today. (8)

15. Kindly wire me whether you will be in town on Friday. (11)

16. Please write me a list of the goods you will require, addressing my mail to the Avenue Hotel, Plymouth. (19)

17. I consider this an excellent arrangement and trust it will prove a success. (13)

18. I shall appoint Harvey to look after my various duties while I am gone. (14)

19. We are reliably informed that Brown and Noble are going to put up an apartment house on Queen Terrace this summer. (21)

20. Dear Sir: I enclose an order for one pair of[10] shoes to be finished in brown. Because of the exceedingly[20] narrow

width, I presume that these must be made up[30] on special order. If this assumption is correct, what will[40] be the price? Yours truly, (45)

21. Dear Sir: Your order of June 17 calls for one[10] pair of brown shoes on special order.

The charge for[20] making these shoes would be twice the regular price, which[30] would come to $4 for this style of shoe.[40] If you desire us to go ahead with the order,[50] please wire. Yours truly, (54)

22. Dear Sir: We enclose our check for $194[10] in settlement of bills of October 4 and[20] November 19.

This will reduce our debt to you[30] to $250 according to our books. Yours[40] truly, (41)

23. Dear Sir: We wonder why you cannot arrange to stop[10] and see us about a satisfactory summer vacation. We promise[20] to give you some excellent personal aid in planning an[30] unusual and profitable vacation trip.

Why not try us? Yours[40] very truly, (42)

24. Dear Sir: We ordered a lot of beds from you in[10] March with all confidence that we should be satisfied with[20] them. The beds came yesterday and they are not at[30] all what we thought we ordered. We wish permission to[40] return them. Yours truly, (44)

25. Dear Sir: You ask me to recommend you for an[10] office position. I promise to do all I can for[20] you, but in view of the number of unemployed at[30] present it is a problem to find a position for[40] an inexperienced person.

I shall see what I can do.[50] Yours truly, (52)

26. Dear Sir: We have an unexpected call for goods that[10] are at present incomplete. We must hire more men and[20] rush the goods through or we shall be far behind with[30] our orders. Please look after this immediately. Yours truly, (39)

CHAPTER VII

UNIT 19

Ten-Den Blends

1. It is our intention to widen the hall at this point. (11)

2. You should not attempt to detain Austin when he is starting for Trenton. (13)

3. Give close attention to making this stencil or your work will be full of errors. (15)

4. There is danger when the young men threaten to obtain their freedom by fighting for it. (16)

5. Clayton made a pretense of working at Latin. (8)

6. Austin says his residence is at Appleton, Wisconsin, but his business often takes him to Denver, Colorado. (17)

7. Does Winton continue to deny that he was present tonight? (10)

8. Judge Benton believes that some of the evidence has been hidden, but the attorney in the case denies it. (19)

9. Please send me an itemized statement of my bills for March. (11)

10. This land will not be suitable for raising cotton after the timber is cut. (14)

11. Justin made a continuous trip from Memphis, Tennessee, to Scranton, Pennsylvania. (11)

12. Ed Hilton could hardly keep his temper when the judge gave him a sentence that denied him his freedom for three months. (22)

13. There was a big audience tonight, many people coming a long distance to be in attendance. (16)

14. Some person made an attempt to break into the house tonight, but he was frightened away. (16)

15. We seldom pay as much as you ask for this quality of satin. (13)

16. Mr. John Hilton, Denver, Colorado.

Dear Sir: I wish to appeal to your wisdom for[10] guidance about your boy, Austin. He is so seldom in[20] attendance at class that he is very slow in his[30] work in Latin. Can you help us? Yours very sincerely, (40)

17. Clinton: Can you go with me to Trenton to attend the[10] matinée tomorrow? I have not been there this autumn and[20] the matinée tomorrow will be a good one. I think[30] we can obtain tickets from Mr. Benton. Yours truly, (37)

18. Wayne Acton, Dayton, Tennessee.

Dear Sir: It is our intention to work for an[10] extension of the road to Ogden Hills this autumn. We[20] must straighten the one we are now using and then[30] obtain the right to widen it. We shall retain the[40] sole right to the dense woods in the valley. Sincerely[50] yours, (51)

19. Edwin Preston, Memphis, Tennessee.

Dear Sir: We promised you an extension of time on[10] your note, but we have had a sudden call for[20] money and we do not know where we can obtain[30] it if you cannot find it for us. I shall[40] phone you tonight to see what you can do. Sincerely[50] yours, (51)

Phrasing Principles

1. We do not know what to do about publishing a bulletin this fall. (13)

2. There are many items on which we do not like to cut prices. (13)

3. I do not care what you determine to do about paying for these items. (14)

4. How do you know that they don't believe that your estimate is correct? (13)

5. The captain phoned that he would come to my residence after dinner tonight. (13)

6. I do not expect to be in Nashville, Tennessee, at any time before autumn. (14)

7. It may be possible to see Judge Scranton in due time and get him to change his decision. (18)

8. We have your estimate of the value of the timber on our land, but we do not believe that you have made a fair estimate on the timber along the river bottom. (32)

9. The attorney gave the papers to me to make as full a report as I can from the items they contain. (21)

10. It may be that this attempt will fail, but we shall make the attempt at any rate. (17)

11. I do not like to have you sustain your work too long, but I must have these records as soon as you can obtain them—tomorrow, if possible. (28)

12. We have had a report from our agent, written from Tennessee. It contains a complete list of sales made in that state. Our men have many calls for goods to be delivered at once. They do not know what to do about these items, for they seldom carry a full line with them. (53)

13. Madden & Preston, Scranton, Pennsylvania.

Gentlemen: We have your order for a box of pearl[10] buttons.

It is not possible to ship this item with[20] your other goods because we have none in stock. We[30] have written for them, and they should come in at[40] any time now. We shall mail them out to you[50] at once. Yours very truly, (55)

14. Tom Clinton, Nashville, Tennessee.

Dear Sir: You have written several items for our new[10] bulletin, but we wish you would revise several sentences. It[20] will be necessary to make a better price on tennis[30] nets and balls if we wish to sustain our record[40] for low prices on these items.

Please revise the bulletin[50] to meet these changes and return it to me at[60] once. Yours truly, (63)

UNIT 20

Paragraphs 161, 162

1. It is not true that Bert shot a dart at a bird on the barn. (15)

2. Robert took the dirty paper and other litter to the barnyard and burned it. (14)

3. Herbert invited Albert to his home in Sparta, Wisconsin. (9)

4. The shepherd caught a bird, but spared its life. (9)

5. The barn at the Roberts place, which burned to the ground yesterday, had been repaired recently. (16)

6. Albert urges us to put in an oil burner so we shall be spared the burden of handling coal this winter. (21)

7. There has been a period of slow sales, but the experts say that business will be better in the spring. (20)

8. Herbert has carried a heavy burden of debt, but his earnings are increasing and he will soon have his debts paid. (21)

9. The shepherd made a journey to call on the hermit. (10)

10. Charles would not pardon Verne for burning the chart. (9)

11. The chairman called a meeting to revise the charter, but the men adjourned suddenly without attaining their object. (18)

12. The boys cheered when their leader called for a yell. (10)

13. Charles wanted to convert the farm into a golf course, but Shirley objected. (13)

14. Mr. John Roberts, Auburn, New York.

Dear Sir: Have you considered an oil burner as a[10] suitable heater for your home?

We have spared no expense[20] in making the Shepard burner as nearly perfect as science[30] can make it. Our experts have put it to every[40] possible test.

Why not permit us to send Mr. Bird[50] to talk it over with you? Sincerely yours, (58)

15. Dear Albert: Please get me at once a chart showing[10] the route of your journey to Sparta. Herbert will start[20] before Easter, and he will need the chart to follow[30] your route. Cordially yours, (34)

16. Church & Barnes, Rochester, New York.

Gentlemen: We have recently purchased the paint and varnish shop[10] formerly owned by Robert Hart. We find it necessary to[20] renew some of the stock and we shall be glad[30] to receive your catalogue. Yours truly, (36)

Paragraph 163

1. An alert boy was driving a horse and cart about the garden. (12)

2. Leonard had a card from Martin saying he had won the hurdle race. (13)

3. Mr. Smart asked the carter to get a pail of lard in his cart. (14)

4. Homer and his sister Myrtle are watering the roses in the garden. (12)

5. Richard Farmer is Gertrude's guardian. (5)

6. Mr. Robert Blake, Rochester, New York.

Dear Sir: We wish to start a man at work[10] in every county in this state. It is hard to[20] say how much he can earn, but we shall guarantee[30] him a good salary. Do you wish to try the[40] work? Yours truly, (43)

7. Charles Richards, Buffalo, New York.

Dear Sir: What are your plans for the yard and[10] garden about your new home? It is our business to[20] take this burden from the owner of a big farm[30] or city home, and we guarantee to make your home[40] a place of charm both for summer and for winter.[50] Yours truly, (52)

8. Leonard Barnes, Church Lane, West Virginia.

Dear Sir: I wish to obtain a charter to organize[10] a new company to make the Fisher line of skirts[20] and shirts. It will be a good line, and we[30] shall sell everything with a guarantee.

Can you give me[40] any help about obtaining a charter? Yours truly, (48)

9. Robert: I have read your letter to Barnes and Martin[10] of Charles City and want you to rewrite it. It[20] is not business courtesy to use a curt tone in[30] your letters, and you must guard against it. Yours, (39)

10. Shepard & Burdett, Farmer City, New York.

Gentlemen: We are putting on the market for the current[10] season a very smart line of skirts. They are made[20] of fine goods, and merit your consideration. We stand back[30] of this line with our usual guarantee of quality. Mr.[40] Rogers will be in your city with his samples on[50] Thursday morning. Yours very truly, (55)

11. Carter & Willard, Albany, New York.

Gentlemen: We thank you for your courtesy in accepting the[10] playing cards that we returned to you. We did[20] not keep them because they were not of standard make[30] and we cannot sell them readily. We enclose our check[40] for $43 to cover our current bill, less[50] the charge for these cards. Yours truly, (57)

12. Rogers & Hart, Fern Valley, New York.

Gentlemen: Mr. Charles Cutter, who represents us in your county,[10] will be in Fern Valley early in the week. We[20] are handling the Star Varnish, a new line of unusual[30] merit. This varnish is guaranteed to hold its polish in[40] all tests. It is not marred easily and water does[50] not spot it.

We shall be glad to receive your[60] order when you are ready to place it. Yours very[70] sincerely, (71)

Paragraphs 164-166

1. Our firm is certain that its reserve is large enough to satisfy the board. (14)

2. We must ascertain the source of this surplus. (8)

3. The northern, southern, eastern, and western railways all add to the strength of our modern system of railways. (18)

4. It is a surprise to learn that the court will indorse his action. (13)

5. Are you certain that George served in the war? (9)

6. He certainly did not serve a long term. (8)

7. I can indorse a large share of what you say. (10)

8. I have learned many surprising things from this book of sermons. (11)

9. The cashier will take your check if I indorse it for you. (12)

10. I cannot help worrying as the storm grows worse. (9)

11. The surveyor was surprised to find the surface of the land so level. (13)

12. A certain sort of serge suit is in fashion for sport wear this season. (14)

13. You must learn that a large firm like ours always has surplus funds in reserve. (15)

14. It will surprise you to learn the source of this service. (11)

15. We have made a thorough search of our files, but can find no record of the notice that you asserted you had seen in the paper. (26)

16. Gentlemen: Please mail me at once the details of your[10] service. We must make some changes, and we wish to[20] deal with home concerns when we can. Yours very truly, (30)

17. Gentlemen: Please allow our agent, Mr. George Warner, to tell[10] you the details about our new styles in the Ward[20] line of serge dresses.

He represents this concern in your[30] state and will be in Sparta next week. Yours truly, (40)

18. George Turner, Auburn, New York.

Dear Sir: I have learned that a certain firm in[10] this city is making a search for a larger place[20] where they can have a larger surplus of their goods.[30] They will lease for a term of thirty years. I[40] shall give you the name if you care to look[50] into this matter. Yours truly, (55)

19. Perry Martin, Charles City, Ohio.

Dear Sir: We learn with surprise that you are not[10] willing to indorse our plan for the extension of our[20] business into the northern states.

We have planned this move[30] for a long time, but this is the first opening[40] we have seen to extend our services to a larger[50] field.

Why do you think we shall fail there? Yours[60] truly, (61)

20. Richard Burns, Rochester, New York.

Dear Richard: We have decided to rent the Waters farm[10] for a term of three years.

They will build a[20] good barn to replace the one that burned in March,[30] but we shall do all the painting and varnishing in[40] the house.

We have plenty of paint here, but wish[50] you would get the varnish in Rochester. Very sincerely yours, (60)

Syllable Ther

1. Gertrude's brother brought her a lovely leather purse. (8)

2. Your father's will states that you and your brother must have a guardian. The court has appointed your mother. (19)

3. I do not know whether you will like the leather in this bag, but your brother and I tried to find exactly what you told us to get. (28)

4. Gertrude's mother took her to church in Sparta Sunday. (9)

5. Her father led the services and preached the sermon. (9)

6. I gather from your letter that you do not like the leather goods sent you, but they are better in quality than the goods you have had hitherto. (28)

7. Ainsworth & Carter, Albany, New York.

Gentlemen: We have on hand a fine assortment of leather[10] chairs made by eastern and southern concerns. We should like[20] to turn these in as part payment on the sum[30] we owe

your firm. If you can accept some of[40] this stock, and give us some credit for it, it[50] may be possible for us to avert the failure that[60] now threatens us. Yours truly, (65)

UNIT 21

Prefix For

1. I shall never forgive you if you forsake the cause now. (11)

2. We must have a new furnace and some new furniture before we can say that our home is well furnished. (20)

3. Forgive me for asking another favor, but will you go with me tomorrow forenoon? (14)

4. He lay with his forehead on his forearm all the forenoon. (11)

5. All his efforts went to the making of a fortune. (10)

6. I have forgotten what he planned to do with the fortune. (11)

7. Don't forget that it will be necessary to send our estimate to the express commission early in the week. (19)

8. It is exceedingly fortunate that we did not plan further action against Hanley & Moore. It appeared at one time that we must foreclose. (24)

9. Williams & Sweet, Chicago, Illinois.

Gentlemen: I am opening a store in Madison in March.[10] I shall carry a complete line of furniture, pictures, and[20] all other house furnishings.

I should like to arrange a[30] line of credit with your house, and for that purpose[40] refer you to the Second Savings Bank of Madison for[50] my rating. Yours very truly, (55)

10. Carter & Hill, Indianapolis, Indiana.

Gentlemen: I have been unable to settle for my purchases[10] because I have had a most unfortunate season.

People have[20] not been buying furniture, and it has been hard to[30] collect outstanding money.

If I had been able to foresee[40] the business situation, I should not have purchased so heavily.[50]

I think I shall be able to clear this matter[60] up with the return of better business in the fall.[70] Yours truly, (72)

Suffixes

1. If you hire an office boy, get one who will be thoughtful and helpful. He may not be skillful at first, but if he is reasonably careful, we can easily teach him. (32)

2. Francis has been wonderfully successful with sales this month. (9)

3. We have made a useful little tool, which we sell at a low price. We are very thankful for the success of this business venture. (25)

4. Our foreman is skillful at his work, but he is dreadfully forgetful. (12)

5. I told the office to notify us as soon as our samples are ready. (14)

6. I have tried several times to get him to modify his statement. (12)

7. This report must be simplified or it will not be useful. Please study it carefully and verify every statement. (19)

8. If you certify to the truth of your statements, I am confident that the board will ratify the report. (19)

9. Our cashier was notified that all checks sent to the New York office must be certified. (16)

10. I am too busy to attend to this myself, but I shall turn it over to Mr. Williams for his attention. (21)

11. You yourself made the statement that the work cannot be completed before November. (13)

12. We cannot afford to get ourselves into trouble by evading the rules of the state commission. (16)

13. You yourself acknowledged my order and offered the goods at these prices. (12)

14. If you boys can complete this work yourselves, go ahead with it. (12)

15. Our manager said that he would be here himself before Saturday. (11)

16. We heard from Mrs. Price herself about the children. She says that they hurt themselves jumping from our barn. (19)

17. We managed to get a message to every cottage in the village. (12)

18. If we leave these goods in storage, the charges will make the price unnecessarily high. (15)

19. We pay an average price of $7 each for items of this quality. (14)

20. Our sales manager left a large package in the baggage room. (11)

21. The outlook for this year is not at all encouraging. (10)

Phrasing Principles

1. I should like to know within a few days what you think would be a fair price for our stock and furnishings. (22)

2. I hope to have this work finished soon. If you can do it by the date mentioned in the plans, I should like to have you do it. (28)

3. We told him frankly that we do not believe that it will be wise to keep any of the new furniture in storage any longer. (25)

4. If you want any information from us about this matter, call at our office at an early date. (18)

5. We do not care to make these goods until the spring season. (12)

6. You should be able to get full details in a few minutes, but it is not important to have them now. (21)

7. A few months ago we tried this plan. Do you want to know what we think about it? (18)

8. We hope you will find these goods entirely satisfactory. (9)

9. We told him we wanted an early reply from the manager of his firm. (14)

10. We are sorry there has been so long a delay. (10)

11. We ought to have these letters on file in our home office. (12)

12. We had a report in regard to the matter a few minutes ago. (13)

13. We are sure that our stock was complete several days ago. (11)

14. I am sorry, indeed, to learn of this unfortunate affair. I hope to hear in a few days that everything has been straightened out. (24)

15. I heard from Mr. Holmes a day or two ago. In reply I told him I would mail a certified check at once. (23)

16. I found some weeks ago that you want your goods shipped as near as possible on the first of the month. (21)

17. George: Please go to the baggage room and get the[10] package left there by Mr. Dayton. Take it to him[20] at the hotel. Dan. (24)

18. Bryce & Hunter, Trenton, New Jersey.

Gentlemen: In your letter of the 15th inst. you said[10] that you had received no credit for a check sent[20] us some weeks ago.

We find that this check was[30] credited to the wrong person, and we have now made[40] the correct entry.

We enclose a statement as our books[50] stand today. Yours truly, (54)

19. Tracy & Hartman, Dayton, Ohio.

Gentlemen: We have had occasion to write you before this[10] in regard to settling your bills with us. Again we[20] enclose a statement for goods bought several months ago.

We[30] are sure that if you want to hold the credit[40] of your firm you will attend to these matters promptly.[50]

May we hope to receive your check in a few[60] days? Yours truly, (63)

20. Charles Wagner, Hastings, Minnesota.

Dear Sir: In reference to the matter about which you[10] called a week or two ago, I am sure that[20] I shall not be able to do the work you[30] want.

Such calls come to me occasionally, and I usually[40] try to do the work, but this time I regret[50] to say that I cannot see my way clear to[60] do so.

I hope that you will be able to[70] find some person who can give you this service. Very[80] sincerely yours, (82)

Review Dictation—Chapter VI

1. It was not difficult for Mr. Paynter to discover how much money we had. (14)

2. Mr. Olds has had charge of our stock room for a long time. It is difficult to believe that he made this mistake. (23)

3. It is quite apparent that we must advertise for a man to keep our records. (15)

4. I am positive that this inventory will show bigger earnings for June than for July. (15)

5. The prices at which we have sold goods during August will mean that we have made very little profit, but we have cleared our shelves, ready for the new fall merchandise. (31)

6. It was discovered early Sunday morning that our factory was on fire. The loss was hundreds of dollars, but it was fully covered by insurance. (25)

7. Upon receipt of your invoice, I realized that you had sent us the wrong goods. (15)

8. Our industry pays heavy income taxes and cannot stand any tax increases. (12)

9. Mr. Childs has filed suit against the railway for a sum sufficient to cover his loss. (16)

10. If I had known your decision yesterday, I should have been able to rent my house to Paul Winter. (19)

11. It is not true that we sold you this bond by unfair means. (13)

12. It was not true that they had any right to purchase these goods and charge them to us. (18)

13. It wasn't like him to discharge his men without an excellent reason for doing so. (15)

14. We have never heard of an instance in which lost records were recovered. (13)

15. Your influence will enable us to get the attention of the chairman of the committee tomorrow. (16)

16. Mr. Lowell Hoffman, Bradley, Michigan.

Dear Sir: In November I applied for a position with[10] the Carpenter Laundry in Cleveland. Today I received a letter[20] asking me to come the first of January, as they[30] are holding the place open for me.

I dislike to[40] resign without giving longer notice, yet I wish to ask[50] you to release me at the end of this week.[60] Respectfully yours, (62)

17. Holden & Gentle, Farrand, Indiana.

Gentlemen: For two years I have been renting your house[10] at 186 Broadway.

No improvements have been made[20] on the place in that time, and I feel that[30] the rent is altogether too high.

I have determined to[40] move June 1. Yours truly, (45)

18. Hydson & Murphy, Oklahoma City, Oklahoma.

Gentlemen: Through your agent, Mr. Boone, we have purchased your[10] office building in this city. Please oblige us by having[20] the deed delivered promptly, as we wish to record it[30] on Friday morning. Yours truly, (35)

19. Brant & Hopkins, Cleveland, Ohio.

Gentlemen: It is our rule for all that no goods[10] are to leave our factory without being inspected. This insures[20] their quality. Nevertheless, occasionally this rule appears to be overlooked[30] by the man who is responsible. Probably this has happened[40] with the merchandise of which you complain. Return it and[50] we will allow you full credit. Yours very sincerely, (59)

20. Elmer Wilder, Los Angeles, California.

Dear Sir: Your bill of August 8, $60, is[10] still open on our books.

If you are unable to[20] pay the entire sum at this time, is it not[30] possible to send at least a part of it? We[40] shall be glad to have your remittance. Yours truly, (49)

21. Grant Springer, Jackson, Michigan.

Dear Sir: We have had no response to our previous[10] letters with reference to refunding the sum sent you, although[20] we have your letter acknowledging your mistake.

If you fail[30] to remit within three days we shall make draft on[40] you through the bank. Yours truly, (46)

22. Grant Hackett, Minneapolis, Minnesota.

Dear Sir: You refer to the letter I wrote you[10] on July 7 suggesting that we make definite arrangements with[20] the newspaper to carry our advertising.

I will be individually[30] responsible for this and shall report later in the week.[40] Yours truly, (42)

CHAPTER VIII

UNIT 22

Omission of T

1. We carry the largest stock of furniture of any store in the city. (13)

2. This matter can easily be adjusted without cost to you. (10)

3. This is the finest painting of a famous artist. (9)

4. The latest report is that the contest will be held in some city in the West. (16)

5. We plan to install the best machines we can buy, but we cannot meet the cost at present. (18)

6. Our experts have made a thorough test, and we know they are honest in stating that the goods will resist the hardest wear. (23)

7. My brother is employed by one of the oldest and most reliable fire insurance companies. The hardest part of his work is the adjustment of fire losses. (27)

8. Dear Sir: May I request that you make an earnest[10] study of the situation existing in the mills in Cedar[20] Valley. I have money invested there and I have just[30] heard that there may be trouble among the workers. Yours[40] truly, (41)

9. Gentlemen: We have carried your past-due bills as long[10] as we can afford to. We must, in justice to[20] ourselves, insist that you settle at once your bills for[30] last year. Yours truly, (34)

Omission of T after K, P, Den

1. It has been predicted that the forests of this state will soon be completely exhausted. (15)

2. You must act quickly if you want to get this bill enacted into law. (14)

3. We should elect for sheriff a man who will be strict in enforcing the law. (15)

4. If any defect in the machiney is discovered, that fact must be reported to the president immediately. (17)

5. My brother is a student at Yale, but his best friend, Richard, is at Harvard. (15)

6. We shall need at least three weeks to make these castings for you. (13)

7. Our product is guaranteed to be made from eggs that are strictly fresh. (13)

8. You may deduct from this bill the express charges to your city. (12)

9. It is exactly one year since the plan for this project was adopted by the board. (16)

10. Gentlemen: Your letter of June 16 asks for a deduction[10] because some of the goods proved to be imperfect.

If[20] you will put these goods on sale at a reduced[30] price, you can realize at least a part of their[40] value. Then let us know the exact loss and we[50] shall allow a deduction accordingly. Yours truly, (57)

11. Dear Sir: It is evident from your letter of December[10] 9 that you have overlooked the fact that the package[20] in question was posted several days ago. It has had[30] at least a week to reach us.

It was certainly[40] lost in the mail and, since it was insured, we[50] insist that you make an earnest effort to recover it. Yours[60] truly, (61)

Paragraph 176

1. I was so intent upon the distant view that I missed a beautiful scene close at hand. (17)

2. We have just completed a motor trip from coast to coast. The worst feature of the trip was the dust in some parts of the East. (26)

3. It may be a few days before we can apply for a patent for our steering device. (17)

4. We have not yet ascertained the extent of our fire loss, but the insurance company promises to adjust it promptly. (20)

5. This firm has lost heavily recently and its president is deeply concerned over the outcome. (15)

UNIT 23

Omission of D

1. I own some land beyond the last houses in the village. I intend to erect several cottages out there. (20)

2. If you change your mind, it will be advisable to notify us before the goods are packed for shipment. (19)

3. I intended to remind you of your appointment, but I forgot it myself. (13)

4. General Pershing was in command of our forces in France. (10)

5. You demand considerably more than we are usually prepared to allow. (11)

6. My daughter demands a diamond ring for her birthday. (9)

7. I asked the cashier to be careful to send the check in payment of my dividend to my house instead of mailing it to my office. (26)

8. We want to extend the time of payment until June 15, if this is agreeable to you. (17)

9. The land owned by our firm extends far beyond the ground covered by the plant itself. (16)

10. This package weighs considerably more than a pound, and the box itself weighs nearly a pound. (16)

11. We commend you for the exceedingly valuable service you have rendered. (11)

12. The spirit in which the men start the work is certainly commendable, though they are not very skillful. (18)

13. We contend that our prices are as low as we can make them, in view of the cost of producing the goods. (22)

D Preceding M or V

1. I admit that I addressed this package to the wrong person. (11)

2. You may gain admittance to the factory at any hour by getting permission at the office. (16)

3. We do not advocate an agreement of this nature at any time. (12)

4. Your advocacy of this course of action does more harm than good. (12)

5. We commend you for the admirable spirit in which you take defeat. (12)

6. We advise you to attend the special meetings if it is possible for you to do so. (17)

7. He insisted that he regarded the trip as a great adventure. (11)

8. The judge rendered a decision adverse to our wishes. (9)

9. We admire the spirit of our adversary, but we hope to defeat him. (13)

10. The president demanded that he make a full explanation of his conduct. (12)

11. It is impossible to make any advance until we have forced a satisfactory settlement. (14)

12. We formerly insisted that payment must be made in advance, but now credit is often extended to regular purchasers. (19)

Prefixes and Suffixes

1. Although I cannot be present, I am with you in all your plans. (13)

2. Although the almanac does not say so, I am convinced that you will need your ulster today. (17)

3. Competition cannot be crushed merely by issuing an ultimatum. (9)

4. Can you mention some substance that will serve the same purpose as this acid? (14)

5. He used to own a subdivision in a pleasant suburb, but he failed in business and it went to pay his losses. (22)

6. Please submit at once your report on the progress of work on the subway. (14)

7. Only a very thoughtless person would act in such a heedless manner. (12)

8. People in the flooded area near the river will be homeless if the water does not subside very soon. (19)

9. It is useless to make acknowledgment at this late date. We are powerless to do anything about it now. (19)

10. Send your message by wireless unless you are sure the mail will get there in time. (16)

11. Although he came here friendless and homeless, his endless efforts soon won him a good position. (16)

12. A person, who shall be nameless in this discussion, said our efforts would be useless unless we follow his advice. (20)

13. Dear Sir: Why do you plan to sell your home[10] in the suburbs? If you will put in one of[20] our new furnaces, you can easily sublease part of the[30] house. May I show you the kind of furnace I[40] mean? Yours truly, (43)

14. Dear Sir: You suggest that I put a new furnace[10] in my suburban home so I can sublet part of[20] the house. I believe this will be an excellent plan.[30] Please submit figures to show what the expense will be.[40] Yours truly, (42)

Derivative Drill

1. We sent an acknowledgment of his payment as soon as we received it. (13)

2. This service will pay if it proves acceptable to the public. (11)

3. We have received a copy of the booklet you have printed for us. It is not acceptable in its present form, and we should like to have several pages changed. (30)

4. A letter addressed to my office, with an enclosure of a check for $46, came Friday morning. (19)

5. We have received a package, but we cannot deliver it because we do not know the addressee. (17)

6. We have had a very advantageous offer from a correspondent in New York. We think it advisable to accept. We shall make an agreement with him at once. (28)

7. The committee agreed that the booklet is beautiful in appearance, and that it answers every requirement. (16)

8. He asked for the appointment as teacher of bookkeeping, as he was desirous of securing it. (16)

9. Fully half of our officials believed that this was a favorable time to buy, but the others wished to wait longer. (21)

10. Our president made a careful explanation of our lack of funds. He charged that we allow too many credits and that our bills are not collectible. (26)

11. He favors a change, to become effective at once. (9)

12. I cannot explain clearly the causes of our failure, but I believe it was due to an unusual situation in the business world. (23)

13. I have not had sufficient educational preparation for this place. (10)

14. Each of us mentioned the names of our favorite authors. (10)

15. All of the business houses are forced to pay greater sums than were formerly required for this service. (18)

16. It will be a kindness if you will return our letters dealing with this matter. (15)

17. We are greatly obliged to you for your goodness in granting these favors to our young men. (17)

18. It is not likely that we shall receive the kindest treatment if we fail to meet our obligations. (18)

19. Occasionally, we find a man who does this work successfully, regardless of the fact that he lacks educational preparation. (19)

20. This is the longest term we can allow for these credits; namely, three months. (14)

21. The publisher of our newspaper regards the matter as satisfactorily settled. (11)

22. It is a matter of necessity that we secure some man to act as our representative in Indiana, Kentucky, and Tennessee. (21)

23. The purchaser of this suit recovered his money because it lacked satisfactory wearing qualities. (14)

24. Mr. Ralph Harmon, St. Paul, Minnesota.

Dear Sir: I regret that our representative failed to make[10] note of your appointment. I usually take care of this[20] myself, but occasionally something prevents, as happened in this case.[30]

Please write me direct and let me know how much[40] longer you will be in the city and when it[50] will be advisable to try to see you. Yours sincerely, (60)

25. Mr. James Daly, St. Paul, Minnesota.

Dear Sir: Your letter addressed to Mr. Harmon has been[10] handed to me for reply.

Mr. Harmon wished very much[20] to see you and he asked me to say that[30] he has been called away and will of necessity be[40] out of the city until August.

He will write you[50] from New York. Sincerely yours, (55)

UNIT 24

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1. We ship this product to every country in the world. (10)

2. Here and there you will find an organization of this kind; there ought to be more of them in the world. (21)

3. We ought to have plenty of these goods in stock in a week or two. (15)

4. We should be glad to receive an answer from you in two or three days. (15)

5. We should be glad to favor you in regard to this matter if we could. (15)

6. You ought to be glad to have such an opportunity as this one. (13)

7. Do you think you will be able to make your report tomorrow? (12)

8. Our firm should be able to handle some of these orders at once. (13)

9. We have not been able to do as much as we planned. (12)

10. For the time being I do not know what to do, but sooner or later I shall take a definite course of action. (23)

11. We regret to say that there is little or nothing we can do to make a satisfactory arrangement in regard to the matter. (23)

12. You ought to have a copy of the advertising that you wish to submit on Tuesday. (16)

13. In order to be able to meet our payments promptly, we must be careful with our funds. (17)

14. The manager pays little or no attention to matters of this nature. (12)

15. After considering the matter for a long time, I am arranging the business as you desire. (16)

16. I am of the opinion that there is no place in the world more suitable for our work than Memphis, Tennesse (21)e.

17. We had some of these goods a week or two ago, but there are only one or two pieces in stock now. (22)

18. Sooner or later we ought to have one of the most important reports in reference to the matter. (18)

19. One of our men says he can purchase some of them in the market. (14)

20. It ought to be only a question of time before we are able to say what to do, but it is probable that there will be more or less delay. (30)

21. There has been more or less difficulty about securing suitable goods, but one or two firms ought to have what you want in two or three months. (27)

22. Logan & Gibbs, Lowell, Michigan.

Gentlemen: We had these items on sale two or three[10] weeks ago, but we have none on hand at present.[20] We have sent for a larger supply and shall surely[30] have them again in a week or two. Sincerely yours, (40)

23. Homer Parker, Reading, Pennsylvania.

Dear Sir: Your letter of several days ago has just[10] reached me. I am sorry you did not report the[20] details of the work more fully, but the information now[30] at hand makes it possible to give a prompt answer[40] to the head of the firm.

Many thanks for your[50] reply. We hope it will be satisfactory to Mr. Burns.[60] Yours very truly, (63)

24. Lawrence Hardy, Duluth, Minnesota.

Dear Sir: We have received a large order for goods[10] in your line of business. We are at a loss[20] to know what to do about this, for you have[30] not sent enough goods for us to meet this demand.[40]

Kindly let us know how soon you can settle this[50] matter. Yours truly, (53)

25. Chester Phillips, Portland, Oregon.

Dear Sir: I have not been able to look at[10] those lots in Spring Valley about which you wrote me.[20]

I shall go out there as soon as I can[30] get away for an afternoon. I think I shall be[40] able to do this on Friday or Saturday, and you[50] may look for what information I may be able to[60] get about the lots as soon as I return. Yours[70] truly, (71)

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1. In order to prepare our report in a day or two, we ought to have all the information you can give us. (22)

2. I should like to have you return some of the papers that I sent you a week or two ago. (20)

3. My son-in-law says you would like to have my opinion on the subject of the new roadway. (19)

4. I am glad to see that you have increased the size of your plant and have put in one of our new machines. (23)

5. I should like to have your opinion as to the value of advertising in this newspaper. (16)

6. We should like to know what you desire us to do with reference to the matter of orders for next season. (21)

7. On account of the way the judge handled the case, we shall be obliged to pay this bill. (18)

8. You have handled this matter in such a manner that I am of the opinion that you ought to have an increase in salary. (24)

9. It is only a question of time before we shall be obliged to give an opinion in the matter. (19)

10. We are more and more pleased with your line of supplies. (11)

11. Some of our men believe this is one of the best machines on the market. (15)

12. As soon as you have arranged matters to your entire satisfaction, please let us know. (15)

13. Kindly let us know in a day or two what action is likely to be taken. (16)

14. As soon as we put these goods on the market, there was a demand for them—that is to say, we had many orders in a week or two. (29)

15. There is little or nothing we can do up to the time our goods will reach us. (17)

16. In order to prepare for building our new plant, we must get along with the old one for the time being. (21)

17. For a day or two we had little or no information on the subject, but now we have one of the best books on the question. (26)

18. I should like to know what I must do in order to see him in a day or two. (19)

19. Please let us know what we must do in order to receive the prize. (14)

20. More and more we are learning to handle our business in such a manner that we can make one of the best reports. (23)

21. It is out of the question to take any action in regard to the matter now, but I am glad to see that you are working hand in hand in the matter. (32)

22. Gage & Ellis, Erie, Pennsylvania.

Gentlemen: Why are you delaying shipment of our order? We[10] always need a full stock at this time of the[20] year in order to prepare for our Easter rush, and[30] we wish you would send these goods in a day[40] or two. Yours truly, (44)

23. Herman Frick, Long Beach, California.

Dear Sir: In reply to your letter of June 12,[10] we advise that you hire one of the best attorneys[20] to look into this matter. We are of the opinion[30] that there is no alternative action that you can take.[40] Yours truly, (42)

24. Richard Fletcher, Oklahoma City, Oklahoma.

Dear Sir: The order that we are sending you is[10] as large as we dare make it at this time.[20] It is out of the question for us to handle[30] a complete stock before the summer season.

How long will[40] it be before you will be able to ship the[50] goods? Yours truly, (53)

25. Allen Fox, Jackson, Ohio.

Dear Sir: We are glad to have your order, even[10] though it is not so large as usual.

We shall[20] not be able to ship until Monday, which we hope[30] will be all right for you. We have been obliged[40] to send for a number of the things you list[50] but they should be here Friday or Saturday. Yours truly, (60)

Review Dictation—Chapter VII

1. I myself am in favor of this service, but Mr. Burns, the senior member of the firm, does not consider it a wonderful advantage. (24)

2. This is a beautiful piece of silk, and we guarantee it to be of fine quality. (16)

3. I don't believe it will be possible for our firm to send a certified check, though our manager himself may do so. (22)

4. You certainly gave us the impression that you had forgotten the terms upon which we shipped these goods. (18)

5. I do not believe that you can get any suggestions about the southern route if Mrs. Irma Carter cannot give them. (21)

6. We do not know what to say in regard to your offer. (12)

7. It is not right for you to take any action before you receive a reply from Albert at Dayton. (19)

8. I do not think it will be difficult to get Mr. Martin to agree to our terms. (17)

9. Herbert Clinton, Denver, Colorado.

Dear Sir: We have written our agent three times for[10] this item, but cannot obtain it from him. Your letter[20] said that you must have it at once. We shall[30] endeavor to get it to you tomorrow. Yours very truly, (40)

10. Miss Bernice Martin, Scranton, Pennsylvania.

Dear Madam: We are sure it will be worth while[10] for you to learn something of the service that our[20] firm is now offering.

This is our third season in[30] Scranton, and you will hear experts assert that we are[40] improving our service from month to month. Very sincerely yours, (50)

11. Dear Richard: We want to notify you that our regular[10] meeting comes tomorrow. It is our intention to have all[20] our agents attend. Be sure to be there for at least[30] a few minutes. Yours sincerely, (35)

12. Dear Sir: I hope to hear in a few days[10] where you stand on the action taken at our meeting[20] Monday night. It is a sudden move and may not[30] be wise at this time, but I am sure it[40] will simplify matters for the next few months. Sincerely yours, (50)

13. Dear Teacher: We have mailed you today our new reference[10] book about the war, which we hope will serve the[20] needs of your classes.

Most teachers tell us that they[30] particularly like the lists of questions at the end of[40] each chapter. These are questions dealing with each period in[50] the history of the war, about thirty pages in all,[60] to which the teacher can turn for questions to be[70] used in term examinations.

We hope you will find that[80] you can use this book, for which we shall be[90] glad to receive your order. Yours truly, (97)

14. Harter & Burdett, Portland, Oregon.

Gentlemen: Nearly a month ago I gave an order to[10] Mr. Burton for goods of a standard style.

Now I[20] wish to order some things in a particular style, quite[30] different from standard goods. Please get word to Mr. Burton[40] to call when he is in this state again. Yours[50] very truly, (52)

15. Farmer & Chase, Salem, Oregon.

Gentlemen: Mr. Burton has started on his third trip in[10] your state and we have referred your letter to him.[20] He will call upon you soon.

We are glad to[30] receive your orders, particularly when they give us a chance[40] to serve you on orders for something not in the[50] standard line. We are certain that Mr. Burton

will have[60] some goods that will please you. Yours very truly, (69)

16. Miss Myrtle Richards, Canton, Ohio.

Dear Madam: We believe it will be worth while for[10] you to examine our line of smart skirts for the[20] current season. The styles certainly merit your consideration. It is[30] beyond question the most pleasing line ever turned out by[40] our factory.

Our terms are easy, and you will be[50] surprised at the low prices which we are quoting on[60] these skirts. Very sincerely yours, (65)

17. Robert Gordon, Camden, New Jersey.

Dear Sir: A week or two ago I wrote to[10] notify you that I want to sell my farm. I[20] hope to move to North Dakota in a few months,[30] and wish to rid myself of all business affairs here.[40]

If you think you can sell my farm by March[50] 1, please drop me a card at once. Yours truly, (60)

18. George Rogers, Charlotte, North Carolina.

Dear Sir: I am sure I can manage the sale[10] of your farm.

I have learned that Roger Burns is[20] selling his place, which is of average size, and wants[30] a larger farm. I have written him today concerning your[40] place and I hope to make a deal with him.[50]

I shall write you later, after I have heard from[60] him. Yours truly, (63)

CHAPTER IX

UNIT 25

Short Words Abbreviated

1. Our new goods are coming by freight and we cannot tell how soon they will arrive, but we look for them within a few days. (25)

2. We are certain that you will derive much satisfaction from use of our product. (14)

3. We have engaged a man to look after our trade in Illinois, Indiana, Michigan, and Wisconsin. (16)

4. We are putting out goods of an excellent grade and we have no doubt that they will be well received by our trade. (23)

5. We have no fear that our men will join the strike of the other workers. (15)

6. We are very proud of this product and we ought to receive many orders from states in the South. (19)

7. The crowd stood about for a long time. They could not decide how to proceed without a leader. (18)

8. We do not doubt that you are willing, but we question your power to help us. (16)

9. He became confused on the subject on account of the way the judge asked his questions. (16)

10. I am of the opinion that pure food is necessary to effect a cure. (14)

11. The freight car stood on the side track up to the time of the trial. (15)

12. He is engaged in a poor line of business. (9)

13. We can write them, but I am of the opinion that they will refuse. (14)

14. They will operate early Wednesday morning. (6)

15. The railway provided a private car for the trip to the South. (12)

16. Please repeat your explanation. (4)

17. He gave a peculiar excuse for his conduct. (8)

18. His voice is too loud for this building. (8)

19. The light shone bright on Old Glory. (7)

20. We secured these bonds through a private agent in the South. (11)

21. We had a peculiar experience in buying through this house and we do not care to repeat our experience with them. (21)

22. There is no excuse for shipping goods of second grade. (10)

23. Our men wanted to strike for higher wages. (8)

Longhand Abbreviations

1. Have you decided how to proceed in case the railroad should refuse to deliver your package? (16)

2. I made a memorandum of the excuse you gave to the grade teacher. (13)

3. There is no doubt that the store will be crowded with the Easter trade. (14)

4. We shall be in the South during the winter, passing through Tennessee, Alabama, Mississippi, and Georgia, and spending most of our time at Miami and Palm Beach, Florida. (28)

5. The amount of your balance is $128.42. If this amount is paid by March 1, you may take the usual discount. (28)

6. You can mail this at any post office in the U. S. A. (13)

7. I believe that in this case there can be no cure without an operation. (14)

8. It is confusing to send some goods f. o. b. and some freight prepaid. (14)

9. If it is O. K. with you, I shall engage another man. (12)

10. Mr. J. C. Dodge, Atlanta, Georgia.

Dear Sir: What is the amount still open on my[10] account? Please answer at once, as I wish to take[20] advantage of the discount. Yours truly, (26)

11. John Simmons, Rochester, Tennessee.

Dear Sir: You still have a balance on our books[10] to the amount of $146.20.[20] You may deduct the usual discount if your check[30] reaches us by November 15. Yours truly, (37)

12. Thomas Seeley, Miami, Florida.

Dear Sir: Mr. Winters is away on a trip to[10] England, but will be home in a week or two.[20] I shall leave a memorandum and he will write you[30] immediately on his return to America. Yours truly, (38)

13. L. M. Shepard, Atlanta, Georgia.

Dear Sir: We can supply power to any amount of[10] horse power you desire. Our company is operating in this[20] part of the United States and we supply power to[30] plants in Georgia, Florida, Alabama, and Mississippi.

We believe this[40] answers your questions fully. Yours truly, (46)

Accented-Syllable Abbreviations

1. It is our custom to deposit our surplus funds in the Second Street Bank. (14)

2. I need a capable young man with some financial backing to cooperate with me in establishing a branch office on Union Street. (22)

3. Can you give me some authentic material for an original story in the next issue of our magazine? I shall cooperate with you by getting William Brown to illustrate it. (30)

4. Pleasant Street is our principal residence street. It is also the most popular boulevard in our city. Autos travel its full length from Market Street to the city limits in a few minutes. (33)

5. You are at liberty to offer your help to our president, but he has developed a prejudice against your business policy. (21)

6. I have your memorandum relative to the *Popular Science Magazine.* It will be a privilege to cooperate with you, and I am sure we can develop a good trade from the sale of this one magazine. (36)

7. It is my custom to look for an authentic report on any matters that develop in my private office while I am away. (23)

8. He offered to get the material at the Union Store on Liberty Street. (13)

9. You can obtain a duplicate policy at our principal office on Pleasant Street. (13)

10. Please call at your convenience relative to establishing a travel bureau. (11)

11. The men were proud to be invited to cooperate in preventing a strike of the freight crew. (17)

12. When he arrived at the meeting, he talked at some length about the financial situation. (15)

13. He gave an illustration in the German language. (8)

14. There is a popular prejudice against this magazine. (8)

15. The original copy of your certificate was deposited with our cashier. (11)

16. Miss Sally Sharpe, 246 Second Street, Liberty, Texas.

Dear Madam: Your letter of March 30 reports the loss[10] of your certificate. We can always issue a duplicate when[20] the original is lost.

Please call at your convenience and[30] allow us to arrange it for you. Yours truly, (39)

17. Roger Snow, 920 High Street, Duluth, Minnesota.

Dear Sir: Our books show a balance on your account[10] amounting to $13.40. This balance has stood[20] for more than three months, and we should like to[30] have it paid in full by the last of this[40] month. Please send us your check by that time. Yours[50] truly, (51)

18. Bates & Turner, Minneapolis, Minnesota.

Gentlemen: The railroad refused to deliver our goods until we[10] paid the freight charges. We think this shipment should have[20] come freight prepaid. We wish you would take it up[30] with the railroad and adjust the matter with them. Yours[40] truly, (41)

19. Sidney Stone, Boston, Massachusetts.

Dear Sir: We have opened a store on Market Street[10] to handle books, papers, magazines, etc. The post office is[20] not open on Sunday morning, so we must get the[30] Sunday papers direct from the railroad. We should be glad[40] to have you bring them over for us, if this[50] is O.K. with you. Yours truly, (57)

20. Norris & Hillman, Wausau, Wisconsin.

Gentlemen: The carload of lumber that you shipped us arrived[10] this morning, and we find it so poor in quality[20] that we have decided to refuse it.

We shall not[30] pay the freight charges, and the car is now in[40] the yards awaiting your orders. Yours very truly, (48)

21. Doyle & Hartman, San Diego, California.

Gentlemen: We do not see what excuse you can possibly[10] offer for sending us second-grade fruit. The lot you[20]

shipped us arrived in such poor condition that we cannot[30] possibly sell it to our trade. We doubt the wisdom[40] of returning it to you in this condition.

What do[50] you want us to do about it? Yours very truly, (60)

22. Mr. Robert Dickinson, 225 North Wabash Avenue, Chicago, Illinois.

Dear Sir: As you know, a number of mills in[10] this section of Wisconsin are facing a general strike among[20] their workmen.

A crowd of men from other towns have[30] recently visited our men and they also threaten a strike.[40] The situation is very much confused because the freight men[50] here are on strike.

Have you decided what we shall[60] do? Shall we operate the mill as usual and refuse[70] to give any attention to the demands of the men?[80]

I have no doubt we can settle the matter if[90] we invite the leaders to a conference. Yours very truly, (100)

23. Allen Turner, Coal City, Illinois.

Dear Sir: You have repeatedly failed to pay any attention[10] to our demands for payment of your bills for freight[20] and cartage.

We enclose another statement, and if you refuse[30] to give it your attention in a day or two,[40] we shall ask our attorney to proceed against you at[50] once. Yours truly, (53)

24. Simmons & Shaw, South Bend, Indiana.

Gentlemen: We are pleased to report that your entire order[10] was shipped by freight today. We thought we should have[20] everything made up before this time, but there was a[30] delay in getting some of the goods here promptly.

We[40] hope that as soon as they arrive you will check[50] up the bill and see that everything is satisfactory. Very[60] truly yours, (62)

UNIT 26

Accented Syllable and a Consonant

1. You are absent from the office so much that you accomplish little or nothing. (14)

2. We appreciate your friendly attitude and your enthusiasm for the work of our association. (14)

3. It is an absolute necessity that we cancel this order. (10)

4. It will be to our benefit financially if we change our association to a corporation. (15)

5. It is essential to the success of the *Journal* that we frequently publish local items. (15)

6. It is not our ordinary custom to specify the exact terms to be used in dictating our correspondence. (18)

7. You can render splendid service in a social way by joining this association. (13)

8. There are numerous methods of indicating your desires. (8)

9. A prominent manufacturer in this territory indicated his desire to unite the separate local organizations into an association for the benefit of all. (23)

10. It is our practice to get out a calendar similar to the one printed at the Register office. (18)

11. A permanent title has not yet been chosen. (8)

12. By issuing a catalogue, we increased our sales to a very large total. (13)

13. You have made a splendid local record. We shall soon offer you a permanent place in similar work in a larger territory. (22)

14. We appreciate your enthusiasm and we know that you are never absent from duty. (14)

15. You must render a separate report for each prominent city you visit. (12)

Vowel Omitted before Shun

1. This is the latest and best edition of our catalogue. (10)

2. We have had an intimation from the commission that we shall not receive permission to form this combination of manufacturing plants. (21)

3. In addition to giving full information about wages, our petition should ask for better working conditions. (16)

4. Because of increasing competition, we want to form a consolidation of several separate concerns into one large corporation. (18)

5. If you use a quotation on your report, be sure to make a notation to that effect. (17)

6. We arrived at our destination to find that the station had burned to the ground during the night. Nothing was left but the foundation of the building. (27)

7. I am sure that my definition of this word is correct. (11)

8. He shows no sign of recognition of our presence. (9)

9. We canceled our order when we received quotations in regard to prices. (12)

10. If there will be any competition, it is essential that we form this combination of capital for the benefit of all concerned. (22)

11. I frequently dictate an item for the evening edition of the *Journal*. (12)

12. In addition to our spring catalogue, we shall issue a calendar specifying definite dates for our usual sales. (18)

13. Is this the ordinary condition of this building? I do not believe that the foundation is safe. (17)

14. Willis White, Omaha, Nebraska.

Dear Sir: We are offering you a position in our[10] accounting office. It is a splendid opportunity for a young[20] man

who is determined to accomplish all he can for[30] himself and for the corporation for which he is working.[40]

You will find that we appreciate this attitude on the[50] part of our employees, and there will be numerous opportunities[60] for advancement. Yours truly, (64)

15. Peter Stone, Tulsa, Oklahoma.

Dear Sir: Since you have been associated with our corporation,[10] we have noted with appreciation your enthusiasm and your efforts[20] to work for the benefit of our business. We are[30] advancing you to a permanent position under the sales manager,[40] a position in which the qualities you have displayed are[50] essential to success. Please indicate your acceptance of this offer[60] before Friday night. Yours truly, (65)

16. Robert Reade, Richmond, Virginia.

Dear Sir: In the ordinary course of my law practice[10] I do not often meet situations similar to the one[20] you mention. I shall look up the law in the[30] case and render an opinion in a day or two.[40] Yours truly, (42)

17. Harvey Cox, Battle Creek, Michigan.

Dear Sir: In order to secure the information for my[10] report, I must make notations from former reports made by[20] the commission. I shall use as many quotations from these[30] papers as I find suitable for this purpose. May I[40] have your permission to make use of these papers? Sincerely[50] yours, (51)

18. Carpenter & Bell, Billings, Montana.

Gentleman: I have made a thorough examination of the station[10] building at Custer. I find that the foundation is in[20] very bad condition, as the agent reported.

If you are[30] unable or unwilling to build an entirely new station, it[40] will be necessary to repair the foundation of the present[50] one, and in addition there must be some repairs to[60] the walls of the waiting room. Yours truly, (68)

UNIT 27

Compound Words

1. Do you know of anyone who is capable of doing this work? (12)

2. Has anybody had a letter about a canceled insurance policy? (10)

3. I cannot find a building adapted to our needs anywhere in this town. (13)

4. Whatever anyone says may be used as evidence. (8)

5. Anybody belonging to our lodge may bring to the social meeting everybody he wants to invite. (16)

6. The audit of our books cannot be completed before Thursday night, anyway. (12)

7. Thereafter, everyone who was not satisfied with local conditions moved away. (11)

8. He belongs to two lodges and to a bridge club besides. (11)

9. Someone told us beforehand about the plans for Thanksgiving Day. (10)

10. Somebody started a petition, which everybody signed sometime during the day. (11)

11. We are moving elsewhere, but we want to live somewhere within this county. (13)

12. Mr. Yates will be somewhat surprised when he learns what everyone is saying. (13)

13. Notwithstanding our efforts, we cannot find anyone who will give us any help whatsoever. (14)

14. Everyone is convinced that you know whereof you speak. (9)

15. Sometime everybody will know the truth. (6)

16. We must get this work finished before Thanksgiving Day. Otherwise, we shall be unable to take a vacation over the week-end. (22)

Figures

1. It is expected that several hundred men, possibly as many as a thousand, will be employed in the new factory during July. (22)

2. Our monthly pay roll is over $15,000. (9)

3. We estimate that 600,000 persons visited the state parks during the summer. (14)

4. The consolidation of several local firms brought together a capital of $8,000,000. (15)

5. If the package weighs only 5 pounds, do not send it by express. Use the post office. (17)

6. Our men start at 7 o'clock and work until 4 o'clock, with an hour for lunch. (16)

7. We must borrow a few hundred dollars. The banks will charge us 7 per cent per annum for the use of the monev. (23)

8. Harry Turner, Cleveland, Ohio.

Dear Sir: You must make your visit to the home[10] office before June anyway. Meanwhile, we must hurry or we[20] shall not have our report ready for you to present.[30] Yours truly, (32)

9. Roscoe Wheeler, Kansas City, Kansas.

Dear Sir: Everywhere I have gone in this territory everybody[10] has been friendly to our cause. I enclose herewith a[20] list of those who belong to the organization here.

Shall[30] I call anywhere else before I return? Yours truly, (39)

10. Dear Frank: Whatever you say is certain to be quoted[10] hereafter whenever the case is tried. I suggest, therefore, that[20] you will be wise not to talk to anyone. However,[30] everyone seems to talk in your favor, and I believe[40] we can convince everybody that you are right. Your friend, (50)

11. Warner & Harmon, Trenton, New Jersey.

Gentlemen: We shall send someone to your place sometime this[10] month. We wish to know how the store is arranged[20] from the standpoint of ease in shipping, and we should[30] like to make whatever changes are needed before we start[40] to move.

Whoever represents us will have full power to[50] deal with your firm. Yours truly, (56)

12. Vaughn & Weber, San Antonio, Texas.

Gentlemen: We wish you would send a man to estimate[10] the expense of grading our lot on Union Road. We[20] are prepared to spend about $900, and the[30] work can commence March 10, if you will be ready[40] at that time. Yours truly, (45)

13. Payne & Morris, Dallas, Texas.

Gentlemen: Your estimate for the grading of your lot is[10] rather high. We estimate the expense somewhere between $600[20] and $750.

However, we cannot commence[30] the work until the first week in April, owing to[40] the late spring. If this is satisfactory, we shall be[50] ready at that time. Yours truly, (56)

14. Peck & Hill, Omaha, Nebraska.

Gentlemen: In November we wrote to several thousand men in[10] this state asking their aid in getting our plan before[20] the public.

Replies have been reaching us throughout November and[30] to date in December. About twelve hundred men[40] have written and many of them have sent in money.[50] We have collected $825.

We shall[60] send a full report very soon. Yours truly, (68)

15. Snyder & Brown, Tyler, Texas.

Gentlemen: We appreciate your order of February 3. We have[10] shipped most of the goods by freight today and they[20] should reach you before Wednesday night.

We did not send[30] the 45 gallons of house paint with the balance[40] of the order, because prices on this quality of paint[50] have recently increased 50 per cent, and we thought it[60] possible that you would prefer not to get it at[70] that price. This would make the total of your invoice[80] $650.

Please wire if you wish us[90] to ship at that price and we shall pay the[100] freight charges. Yours truly, (104)

Review Dictation—Chapter VIII

1. Drake & Phelps, New Orleans, Louisiana.

Gentlemen: Your account with us is considerably larger than usual[10] for this period in the season. Will it be possible[20] for you to reduce it by sending us your check[30] for at least $300 in a day or[40] two? Yours truly, (43)

2. S. M. Moody, Detroit, Michigan.

Dear Sir: Our representative in Toronto names you as one[10] who might find it advantageous to know about the unusual[20] project that we intend to start in Quebec.

May I[30] have an appointment at 10 tomorrow? I shall make a[40] careful and thorough explanation of our proposition then. Yours truly, (50)

3. Brooks & Hastings, Hartford, Connecticut.

Gentlemen: I have been looking for a site for your[10] new building.

Up to this time, the largest tract I[20] have found is the one owned by the Perry estate.[30]

You must act promptly if you select this tract, for[40] another purchaser is considering it. Yours truly, (47)

4. Harris Ludlow, Hartford, Connecticut.

Dear Sir: In reply to your note about the Perry[10] tract, I know we must act promptly, yet the price[20] they ask is certainly beyond our means at present.

I[30] shall talk it over with our president and one or[40] two of the other men, and decide in a day[50] or two. Yours truly, (54)

5. F. L. Wheeler & Company, Grand Island, Nebraska.

Gentlemen: Why do you persist in allowing your account to[10] run until it is past due?

We have addressed to[20] you several letters requesting payment, but have received no answers.[30]

We cannot extend the time any longer, and must insist[40] that you meet this obligation immediately. Yours truly, (48)

6. Cooley & Hopkins, Salt Lake City, Utah.

Gentlemen: I have intended to call and thank you in[10] person for your kindness in handling my note in such[20] a manner that it is now only a question of[30] time when I shall be able to pay all debts[40] in full.

I shall make final payment to you in[50] a week or two. Yours truly, (56)

7. William Meade, Boise, Idaho.

Dear Sir: It is evident that our letter written on[10] Monday missed the last post from this city. It should[20] have reached you in time to catch the air mail[30] for the coast.

We wired this morning to submit our[40] offer before the bids are closed. Yours truly, (48)

8. M. C. Lennox, Lawrence, Kansas.

Dear Sir: As you request, we are mailing you our[10] latest catalogue of power spray rigs.

We advise you to[20] consider the dust rigs. They are the finest sprayers just[30] now in the market. They do the best kind of[40] work and require the least attention to keep them adjusted[50] and working smoothly.

The cost is reasonable, and we give[60] prompt service. Yours truly, (64)

9. Irving Hayes & Company, Seattle, Washington.

Gentlemen: The preparation you sent us is not the kind[10] for which we asked and which you agreed to send,[20] but it answers our purpose satisfactorily. It seems to have[30]

all the qualities of the preparation made by West &[40] Company, from whom we have formerly purchased.

We have decided[50] not to return any of it. Yours very truly, (59)

10. George R. Evans, Washington, D. C.

Dear Sir: My payments to you have been necessarily slow[10] up to this time. I have had outstanding bills that[20] were not collectible, and I have had a number of[30] other obligations to meet.

My affairs look much more favorable[40] now, and I shall send you larger orders and make[50] my payments more promptly in the future.

Thank you for[60] your kindness in waiting so long. Yours truly, (68)

11. Fletcher & Gates, Worcester, Massachusetts.

Gentlemen: Our representative in Springfield, Mr. Lincoln, occasionally sends us[10] an enclosure, which usually is a booklet or other advertising[20] that has been found to be effective.

Your beautiful little[30] booklet was his last enclosure. I am so much pleased[40] with it that I am desirous of using a booklet[50] of the same style. May I have your permission to[60] make use of the cover design? Yours sincerely, (68)

CHAPTER X

UNIT 28

Analogical Word-Beginnings—I

1. L. C. Turner has recently become president of the Central Trust & Savings Bank. (14)

2. The post office in Centralia is near the center of the town. (12)

3. We are making an effort to centralize our work by concentrating our offices at the building on Center Street. (19)

4. It is contrary to the custom of our firm to attempt to control large contracts like this one. (18)

5. It will be necessary to allow for contraction of the metal during the winter months. (15)

6. Every order for material to be used in the new building on Central Street must be countersigned by the chief contractor. (21)

7. I make regular contributions to the woman's page of the Sunday *Journal*. (12)

8. The cashier must countersign every voucher or it is not valid. (11)

9. We wish to secure control of the contract for road construction for the coming year. (15)

10. We shall advertise for bids for a new bridge to be constructed this summer. (14)

11. There was a feeling of constraint throughout the entire meeting, due to the speaker's ideas about the reconstruction of the bank. (21)

12. Tyler & Delano, Rŏchĕstĕr, New York.

Gentlemen: You ask us for permission to countermand your order[10] of November 12.

Your machines are now in process of[20] construction, and since this was a special order, we must[30] insist that you carry out our contract in full by[40] accepting the machines and making payments according to the terms[50] of the contract. Yours truly, (55)

13. Mrs. J. Spratt, 9 Central Street, Buffalo, New York.

Dear Madam: We construe your letter of July 15 to[10] mean that you do not like the contrasting colors of[20] the rug that we shipped you on July 10.

The[30] firm that has the contract to make these rugs usually[40] sends them in these shades, because most people prefer them.[50]

However, you may return the rug within three days and[60] we shall allow you credit. Yours truly, (67)

Analogical Word-Beginnings—II

1. Please take no action that might be construed as detrimental to our business. (13)

2. This material is guaranteed not to deteriorate, yet in three months it is in such poor condition that we cannot use it in our construction work. (26)

3. The contractor says that the use of the new material will detract from the beauty of the building. (18)

4. We wish to employ a man to distribute advertising folders in this district. (13)

5. If you destroy the papers in this case, your action may lead to distrust of our firm and even to absolute loss of confidence. (24)

6. It is extremely unfortunate that we cannot give you an exclusive contract for the distribution of our product in your territory. (21)

7. We have an extraordinary advantage, because our mill stands in a position to give us control of the water power in the whole district. (24)

8. We found it necessary to install a few extra electric lights when we added extra machines in the foundry. (19)

9. Electric power can be furnished to any manufacturing plant in this district, since the dam was built at Rapid City. (20)

10. The electric light company can supply the suburban district from its central plant in the city. (16)

11. We must secure the services of an electrical expert to find the trouble with our electric motors. (17)

12. We have a contract that gives us the exclusive sale, in this district, of the electric fans and other supplies made by the Northern Electric Corporation. (26)

13. S. M. Briggs, 937 High Street, Cincinnati, Ohio.

Dear Sir: We have secured the contract for the electrical[10] work on the new building at Columbus. It is an[20] extremely important job, and we shall need several extra men[30] who are capable of handling the exterior work. Have you[40] anyone whom you can recommend for this service? Yours truly, (50)

14. Crosby & Chase, Toledo, Ohio.

Gentlemen: We are about to install a complete electrical system[10] for our factory at Lowell to replace our present system.[20] We shall need power and equipment to operate electric motors[30] and electric lights. If you care to secure the contract[40] for the construction work, have your bid reach us before[50] the first of July. Yours truly, (56)

Analogical Word-Beginnings—III

1. We charge interest on all accounts more than thirty days overdue. (11)

2. Our president takes no interest in efforts to introduce new methods into our office work. (15)

3. A new office building will be erected at the intersection of Main and Center Streets. (15)

4. We place no restrictions whatever upon your power as our representative, except that you must always consider our interests. (19)

5. Our agent has received instructions from the home office to retract his statement to the effect that your representative has interfered with our trade. (24)

6. William has completed his law course and will enter the office of Judge Pryor in October. (16)

7. His father was instrumental in securing the position. (8)

8. He took great interest in his interview with the chairman of the committee. (13)

9. We were entertained by the opinions of a very intelligent young man. (12)

10. Dear Sir: It will be necessary for us to make[10] some changes before our electric plant gives satisfactory service. The[20] contract will be given to someone who will concentrate every[30] effort on finishing the work in a minimum of time.[40] Do you care to bid on the contract? Yours truly, (50)

11. Gentlemen: I am very busy with construction work for the[10] Northern Electric Company, whose plant was destroyed by fire during[20] an electrical storm.

However, I shall send my foreman to[30] see you, with instructions to find out what changes are[40] necessary, and make you a definite bid for doing the[50] work immediately. Yours truly, (54)

12. Dear Sir: I wish to recommend to your attention Mr.[10] Robert Doyle, who has asked for an interview with you.[20]

I know Mr. Doyle to be an intelligent young man,[30] interested in all kinds of electrical work. He has received[40] instruction in the College of Electrical Engineers, where he carried[50] out some extremely difficult constructive work.

I know it is[60] contrary to your rule to grant a personal interview in[70] such cases, but I am convinced that Mr. Doyle has[80] an instrument that you will want to examine. Yours sincerely, (90)

UNIT 29

Analogical Word-Beginnings—IV

1. The men engaged in agriculture are becoming very aggressive about pushing their interests. (13)

2. I do not anticipate any disagreeable experiences while I am away. (11)

3. I think you are inclined to magnify the importance of our agreement with McNeil. (14)

4. The inclemency of the weather caused many people to decline to attend the meeting at Rochester. (16)

5. Dear Sir: I think that the aggressive advertising you suggest[10] will lead to serious antagonism. There are already some people[20] who envy our success, and further aggression on our part[30] will only serve to aggravate this attitude, I fear.

It[40] seems to me wiser for us to put every effort[50] into giving good service, and trust that this will bring[60] us the advertising we desire. Yours very sincerely, (68)

Analogical Word-Beginnings—V

1. We have an interest in a reclamation project in Colorado. (10)

2. It is self-evident that he struck in self-defense. (10)

3. Reclamation of desert lands is Mr. Owen's business. He declares that he cannot reclaim the swamps. (16)

4. I have a multitude of business matters to oversee just now. (11)

5. A multitude of people watched the airplane flying circus. (9)

6. A postal card will accomplish more than a printed circular. (10)

7. The poster on the cover of the magazine increased its circulation. (11)

8. Do not postpone your trip to the post office. While you are there, get me some postal cards and pay the postage on this package. (25)

9. McDonald & Barry, Laramie, Wyoming.

Gentlemen: You say that my bill is overdue. I think[10] you have overlooked the fact that I was overcharged on[20] my invoice of October 10.

Please send me a corrected[30] statement and I will take care of this matter. Yours[40] truly, (41)

10. John McIntosh, Cheyenne, Wyoming.

Dear Sir: A number of points relative to government control[10] of industry are taken up in the circular that I[20] enclose.

Do not overlook the paragraph regarding the postal rules[30] for guidance in handling packages sent by mail. Yours truly, (40)

Analogical Word-Beginnings—VI

1. There is an undercurrent of antagonism toward his appointment for a government office. (13)

2. If you multiply your interests, you are likely to undertake more than you can accomplish. (15)

3. We are short several items on the shipment that arrived today. (11)

4. McDonald reports a shortage in his shipment. (7)

5. We believe you are following a shortsighted policy in this matter. (11)

6. The shipbuilder hired a shorthand writer to handle his correspondence at the shipyard. (13)

7. We cannot suspect McKenzie in this transaction. He is above suspicion. (11)

8. I have always understood that Mr. MacDonald's supremacy in his own field was unquestioned. (14)

9. I agree with you in thinking that his aggressive policy is suspicious. (12)

10. Her superb self-control and disinclination for fame were unusual. (10)

11. Dear Sir: We wish to express appreciation of the superior[10] sort of oversight you gave to the interior decorations of[20] our new offices.

You have transformed our old rooms into[30] a very pleasant suite, and we thank you for your[40] interest in superintending the work during our absence. Sincerely yours, (50)

12. Dear Sir: You seem to have overlooked consideration of my[10] report, and I cannot undertake to carry out our enterprise[20] until I hear from you.

Do not underestimate the difficulties[30] before us. I hope you will not postpone the matter[40] any longer. Yours truly, (44)

13. Dear McWilliams: I have not overlooked your report, as you[10] fear, and I do not think we underestimate the difficulties[20] of our undertaking. On the contrary, I imagine we overestimate[30] some of them.

I do not anticipate any difficulty in[40] selling all the electric current we can get from our[50] power plant, but, under the present circumstances, we must have[60] a superintendent who can give thorough supervision to every detail[70] of the work. I am making every effort to find[80] the right man. Yours truly, (85)

UNIT 30

Phrasing—I

1. I cannot understand her lack of self-control. (8)

2. I suspect that our instructions about the translation of the circular were not thoroughly understood. (15)

3. Do we understand that you wish us to suppress any definite understanding about the shortage in his accounts? (18)

4. You misunderstood us. We cannot suspend a man upon mere suspicion. (11)

5. Self-interest ought not to dictate your opinion in this case. (11)

6. I do not understand why you object to filing a counter-claim. (11)

7. We do not care to enter into a permanent contract to supply electric power to your plant. (17)

8. We shall certainly take this under consideration within a short time. (11)

9. We understood that we were to receive an extra discount for every order as large as this one. (18)

10. Becker & James, Detroit, Michigan.

Gentlemen: We are making up the machines according to your[10] instructions, and they are nearly finished now. Of course, if[20] you ask us to make any change we can still[30] do so, but we shall have to make an extra[40] charge for doing it. Yours truly, (46)

11. H. J. Kent, Houston, Texas.

Dear Sir: We cannot understand why you have deducted 6[10] per cent discount on your bill. The terms were stated[20] on the original invoice as 4 per cent, and we[30] certainly thought it was thoroughly understood that there would be[40] no extra discount whatever.

This leaves a balance still unpaid[50] amounting to $21.46. Yours truly, (60)

Phrasing—II

1. Please wire us whether or not your work will be done today or tomorrow. (14)

2. Please give us a report from the credit department as soon as possible. (13)

3. Your order left our shipping department in first-class condition. (10)

4. Do not delay shipment any longer than necessary. (8)

5. Rather than lose the sale, we shall make the price as low as possible. (14)

6. Do you know how soon you can mail us these items? (11)

7. I always try to keep a great deal of extra stock on hand. (13)

8. Please get these records to us as soon as possible. (10)

9. The price you ask is greater than we wish to pay. (11)

10. L. C. Powell, Des Moines, Iowa.

Dear Sir: Everything possible has been done to carry out[10] your instructions in first-class manner.

Please write us at[20] once if your order is not entirely satisfactory. Yours truly, (30)

11. Brown & McDuff, Des Moines, Iowa.

Gentlemen: The superintendent of our factory reports that the last[10] lot of materials you shipped was twice as large as[20] he ordered. Possibly you misunderstood his instructions, or your shipping[30] department may have duplicated his order.

At any rate we[40] are returning half the material, as we do not wish[50] to carry a superfluous amount in stock. Yours very truly, (60)

CHAPTER XI

UNIT 31

Analogical Word-Endings—I

1. Mr. Childs is working on a translation of an inscription found while excavating an ancient city. (16)

2. Unless every subscriber pays his subscription promptly, we must discontinue the magazine. (12)

3. Ask the doctor to prescribe something to cure your cold. Have the prescription filled at once. (16)

4. I intend to subscribe for this magazine for another year. I have found the descriptions of foreign lands extremely profitable, and the magazine has the reputation of publishing some of the best fiction obtainable.

I shall renew my subscription at once. (42)

5. How do you suppose we shall be able to meet this obligation? (12)

6. I hope that you do not believe that I am opposing your policy. (13)

7. His reputation is such that we dare not trust him to make investments for us. (15)

8. The figures upon which they base their proposition are not computed accurately. (12)

9. Dear Mr. Barnes: We are having a serious dispute over[10] the question of disposing of the extra funds. The attendance[20] at the exposition was much larger than we supposed it[30] would be, and we have a surplus of $248.[40]

Have you any plan to propose for[50] using it wisely? Sincerely yours, (55)

10. Mr. A. L. McBride, Detroit, Michigan.

Dear Sir: The men who oppose our cause in this[10] district are putting up a lively campaign and we feel[20] the need of securing help

Can you send us someone[30] of known reputation as a speaker to combat this opposition,[40] which seems to be gaining in strength? Very sincerely yours, (50)

11. P. M. Kinney, Des Moines, Iowa.

Dear Sir: Mr. Brand was here yesterday and we had[10] a long dispute over the value of his interest in[20] our business. Finally, he made me a proposition to purchase[30] our full share on the terms proposed at our meeting.[40]

He shows a disposition to be reasonable about it, and[50] I suggest that we accept his offer immediately. Yours truly, (60)

Analogical Words-Endings—II

1. Accuracy is equal to rapidity in working with figures. (9)

2. This is my final report concerning actual conditions in this industry. (11)

3. The speaker painted an accurate picture of events as they actually occurred. (12)

4. Our hardest task will be to secure metal without any actual defects. (12)

5. The picture tonight features a study of wild creatures in Alaska. (11)

6. The agreement you propose will be to our mutual advantage. (10)

7. I have made a thorough inspection of the factory, and, contrary to my expectations, I found it in excellent condition. (20)

8. The new rules make certain requirements, to which we shall not submit. (12)

9. We are making extensive plans for rebuilding our factory. (9)

10. I am making an intensive study of the situation at Detroit. (11)

11. We have engaged an expert to make a comprehensive survey of industry in our town. The work will probably be quite expensive, but the council believes it will be worth all it costs. (33)

12. Richards & Moore, Highland, Connecticut.

Gentlemen: We wish to inquire how many boxes of material[10] you will require for your spring fashion show. We shall[20] send all you can use, in accordance with your request,[30] but you fail to state definitely what you will require.[40] Yours truly, (42)

Analogical Word-Endings—III

1. I have consulted the superintendent of our firm about vacation plans, and he says I cannot be spared until later, unless I can secure someone proficient enough in my work to take my place. (34)

2. Dear George: I had a consultation with the general manager[10] this morning about giving you the agency at Des Moines.[20] I reminded him of the help you gave us in[30] the emergency that arose last fall, and I recommended you[40] to him as being thoroughly efficient. He assured me that[50] he would consider you for the place. Very sincerely yours, (60)

3. My dear Willis: There is now an emergency measure before[10] the House to take care of the deficiency in the[20] funds for fire control in state forests.

There is some[30] conflict of opinion between the House and the Senate and[40] I am sure that all the pressure we can bring[50] to bear will be needed.

Please do what you can.[60] Yours sincerely, (62)

4. Gentlemen: I have made assignment of your note for $600[10] to Baker & Small, of your city.

You[20] will be duly notified when the note falls due, and[30] payment should be made direct to them. Yours very truly, (40)

UNIT 32

Analogical Word-Endings—IV

1. We shall guarantee every article in this sale to be as represented. (12)

2. It is a physical impossibility to get these articles ready before Friday. (12)

3. The effect of advertising on the circulation of the magazine seemed magical. (12)

4. Horace Ryder admits that he is the author of several radical articles in different periodicals. (15)

5. There is a technical flaw in the construction of this machine. (11)

6. A critical examination of Mr. Frank's political writings reveals many grammatical errors. (12)

7. We regard our product as a public utility. (8)

8. A little skillful manipulation of the figures will enable us to formulate a logical report. (15)

9. Something must be done to regulate speculation in the stock of this utility. (13)

10. Regulation of auto traffic in the large centers of population is an increasingly difficult problem. (15)

11. The manager stipulated that there should be extra pay for overtime work in his department. (15)

12. Hadley & Burnett, Kansas City, Kansas.

Gentlemen: Every article we have purchased from you has been[10] practically perfect, but on this last order, through

some clerical[20] error, we have been overcharged. Your invoice charges us with[30] four Star bicycles, while we ordered and received only three.[40]

Please correct your books accordingly and send us a credit[50] memorandum. Yours truly, (53)

Analogical Word-Endings—V

1. The majority of the population of this locality belongs to some foreign nationality. (13)

2. The sincerity of his manner and the simplicity of his speech account for his great popularity as a public speaker. (20)

3. The boys say they enjoy the studies like zoology and minerology, but they do not like psychology. (17)

4. I cannot find any analogy between these two pieces of description. (11)

5. Mr. Dodge, who is a recognized authority on financial matters, believes that we shall see a period of prosperity and business security. (22)

6. Harry Hastings, Friendship, Ohio.

Dear Sir: Your application for a position has reached my[10] desk and I wish you would call sometime on Monday.[20] There is a possibility that we may be able to[30] place you at once.

I shall require references as to[40] your ability and reliability, as well as for your capacity[50] for sustained hard work. Yours truly, (56)

7. H. M. Rogers, Pittsburgh, Pennsylvania.

Dear Sir: What do you think about the advisability of[10] adding a course in psychology to our list of studies?[20]

We are now teaching physiology and zoology, and we do[30] not wish to crowd the course of study too much.[40]

What is your opinion in the matter? Very sincerely yours, (50)

8. Terry & Jones, Memphis, Tennessee.

Gentlemen: I have been looking into the possibility of a[10] power plant at Richmond. We can develop electricity there quite[20] cheaply, but, on account of a scarcity of raw material,[30] mills are not likely to locate there. It would be[40] very expensive to get electricity from the power plant to[50] any place where it would be usable. Very truly yours, (60)

9. Kennedy & Page, Grand Rapids, Michigan.

Gentlemen: Your reliability with former orders prompted me to send[10] my order to you rather than to purchase elsewhere. Why[20] have you disappointed me by failing to send my consignment[30] with your usual promptness? Yours truly, (36)

10. Dear Sir: I cannot agree with your suggestion that we[10] appoint Mr. Harley for a position that demands reliability, adaptability,[20] and a pleasing personality. I do not see that he[30] has any ability at all in any of these ways,[40] and I cannot understand how we can ever make a[50] successful manager from such poor material. Yours sincerely, (58)

11. Dear Sir: We wish to formulate a new contract that[10] will meet all legal technicalities and comply with every formality,[20] yet will give facility in handling our work.

We understand[30] that you have some familiarity with such contract forms, and[40] we should be glad to consult you at your leisure.[50] Yours truly, (52)

Analogical Word-Endings—VI

1. We shall be careful to carry out our contract strictly according to the specifications. (14)

2. There must be no modification of the present arrangement unless due notification is received from the home office. (18)

3. I question the advisability of offering a course in geography for the students in stenography. (15)

4. There is no justification for a modification of our system at present. (12)

5. The stenographer reported that the telegraph office is on Center Street in the middle of the block. (17)

6. We give a dozen records with each phonograph sold. (9)

7. The photographer plans to move to Florida sometime during the winter. (11)

8. The geography instructor is very much pleased with the biography written by one of the students. (16)

9. Mr. Hinkley has gone to the telegraph office to send a cablegram to the manager of his firm, who is in Germany this summer. (24)

10. Our former stenographer has been studying telegraphy. (7)

11. Dear Mr. Walters: It is a gratification to know that[10] you agree with me about my plan for classification of[20] our products. It will enable us to furnish an exceedingly[30] satisfactory guarantee.

I shall prepare a notification blank for our[40] sales people and shall submit a copy for your approval.[50] Sincerely yours, (52)

12. Harding & Cole, New Orleans, Louisiana.

Gentlemen: I have your telegram asking me to send you[10] a stenographer at once.

I regret that we have no[20] student sufficiently advanced in stenography to be capable of doing[30] the work you require.

We have, however, sent you Mr.[40] Boyd, who handles the typewriter efficiently, to serve as emergency[50] help. We shall send you Mr. Larson when he returns[60] from his vacation next week. He is thoroughly proficient in[70] both stenography and typing, and can remain as long as[80] you need his services.

We hope this arrangement will prove[90] suitable. Sincerely yours, (93)

13. Kramer & Hayes, Louisville, Kentucky.

Gentlemen: Your letter gives an excellent description of the property,[10] but before we can determine its suitability for our purposes,[20] we should like further information.

Can you send us a[30] diagram of the building and surrounding fields and a photograph[40] or two, to show exactly how the place is arranged?[50]

If this information bears out your description, we shall send[60] someone to look the place over in detail. Yours truly, (70)

14. Dear Sir: Modification of the certification laws makes it an[10] utter impossibility for us to send out any more certificates[20] under our present system.

We have formulated a plan that[30] will meet the new requirements after ratification by your committee.[40] If this proposed plan seems desirable, we shall proceed with[50] the certification under the new classifications. Yours truly, (58)

Analogical Word-Endings—VII

1. Our city is growing northward, but eastward toward the river there it little room for future growth. (17)

2. A fundamental part of his teaching is belief in the brotherhood of man. (13)

3. My father spent his boyhood in the neighborhood of Niagara Falls. (11)

4. Our firm is offering a reward in the form of a bonus for superior work in selling our product. (19)

5. Much experimental work will be necessary before we can follow the diagram in detail. (14)

6. Our firm is at present a partnership, but we intend to make it a corporation very soon. (17)

7. It is a fundamental part of our agreement that neither shall act in opposition to the wishes of the other. (20)

8. A man must understand the fundamental operations before he can do the finer work of our department. (17)

9. In his journalistic work, he often found it necessary to study statistics. (12)

10. We must take drastic action toward curtailing expenses while there is domestic trouble. (13)

11. Dear James: I wish to offer a reward for the[10] return of my watch, which was taken from my office[20] sometime yesterday. It is valuable to me for sentimental associations[30] of my boyhood.

Please see that a suitable notice is[40] inserted in the papers. Yours truly, (45)

12. D. S. Abbott, Louisville, Kentucky.

Dear Sir: You will in due time receive notification of[10] a meeting to decide upon the establishment of an airship[20] line to supplement our steamship line.

There may be legal[30] objections, due to our ownership of stock in the railroad[40] that parallels the proposed airship route.

I hope you will[50] be able to attend this meeting. Yours truly, (58)

13. A. L. Raymer, St. Louis, Missouri.

Dear Sir: Your letter mentions Mr. Simmons for a position[10] with our firm. It seems to me that he has[20] no qualifications except his friendship with some of your men.[30]

We need a man with general ability, who can adapt[40] himself to our special needs, so there will be a[50] possibility of advancing him to a partnership later on.

Of[60] course, if Mr. Simmons has such qualifications, it will be[70] all right to give him the position. Very sincerely yours, (80)

14. Gentlemen: An article in the *Medical Journal* for January describes[10] some experimental work in paralysis cases. May I inquire the[20] authorship of this article?

I have done similar research work[30] and wish to consult the author about some of the[40] methods he used and the results he obtained. Yours sincerely, (50)

UNIT 33

Initials; Intersecting Principle

1. Mr. Charles Hillman is Assistant General Manager of the Illinois Central Railroad. (12)

2. We enclose a price list showing all the changes we have made since February 15. (15)

3. The list price of this article is $7, and our selling price is $10.50. (18)

4. We have bought all our stock at the current market price. (11)

5. Mr. B. C. Bellman, Bryan, Ohio.

Dear Sir: We enclose an order blank for your convenience[10] in ordering. When you make selections from our catalogue, please[20] list them on the enclosed blank and return it, together[30] with a check or a bank draft, or, if you[40] prefer, ask to have the goods sent C. O. D.[50]

In any case, we shall be prompt in making shipment.[60] Yours truly, (62)

6. Dear Sir: Please make out a report, in some detail,[10] of the financial condition of our firm.

It is not[20] necessary to make a complete profit and loss statement, but[30] we do wish to see lists of bills payable and[40] bills receivable, and also a list of all commercial paper[50] on hand.

Please bring this report to the meeting of[60] the board of managers, which will be held at 10[70] a.m. on Thursday. Yours truly, (76)

CHAPTER XII

UNITS 34-36

Names and Vocabulary

1. George P. Larson, Evansville, Indiana.

Dear Sir: I am still desirous of selling my farm.[10]

I can furnish the deed at once, but there will[20] be a little delay about the abstract. It was destroyed[30] when the Atlantic Trust Building burned this summer. I have,[40] however, instructed the American Abstract Company to prepare a new[50] one from the county records. It will be ready soon.[60] Yours truly, (62)

2. F. G. Preston, Detroit, Michigan.

Dear Sir: Before our adjournment a few days ago, Mr.[10] W. P. Carter, of Denver, Colorado, called upon me and[20] urged your appointment as clerk in the accounting department.

I[30] regret to say that this position is not appointive, but[40] is under the civil service regulations.

I enclose an application[50] blank, in case you wish to go through the formality[60] of an examination. Sincerely yours, (65)

3. Walter L. Jackson, Kensington, New York.

Dear Sir: We are looking for an experienced bookkeeper to[10] fill a responsible position with the Citizens Savings Bank of[20] this city. Your name was suggested to us by Mr.[30] Harvey T. Bowen.

If you are interested in the position,[40] please write us a somewhat detailed account of your experience.[50] Also kindly give references.

It will be necessary for us[60] to engage someone before Christmas. Yours truly, (67)

4. Henry Marks, Newport, Virginia.

Dear Marks: I regret very much to learn that there[10] is some disagreement regarding the terms of our contract with[20] the Butler people.

I signed this contract myself for our[30] concern, and Mr. Butler and I discussed the terms very[40] thoroughly at that time. I think you do not understand[50] the situation, and I shall clear it up when I[60] come in a few days. Please let matters stand until[70] then. Yours truly, (73)

5. Drake & Wallace, Worcester, Massachusetts.

Gentlemen: In view of the large orders we have given[10] you for this season, and the promptness with which we[20] have met our obligations, we believe that we are entitled[30] to a larger discount.

You have permitted us to deduct[40] 5 per cent. Is it not possible to allow 6[50] per cent on future orders? Yours truly, (57)

6. Mr. Richard Owens, Cincinnati, Ohio.

Dear Sir: I am not at all familiar with the[10] facts in the deal you have just put through with[20] the Hydraulic Power Company of Cleveland.

May I have full[30] details in written form? They are indispensable for a complete[40] report to the board of managers. Very truly yours, (49)

7. Mr. Allen Kane, New Haven, Connecticut.

Dear Sir: Through no fault of my own, I shall[10] be unable to keep my appointment for Tuesday morning.

I[20] have been drawn on jury duty and must be in[30] Springfield the entire week of October 15 to 20.

I[40] shall notify you as soon as I am released from[50] jury service. Yours truly, (54)

8. Albert Martin, Little Rock, Arkansas.

Dear Sir: This is to notify you of the assignment[10] of the mortgage on your house at 938[20] River Street to H. M. Cook, of Danville.

Interest[30] payments may still be made through this office. Yours very[40] truly, (41)

9. Boone & Packard, Newark, New Jersey.

Gentlemen: I am instructed by the city council to notify[10] you that hereafter all merchants must observe the regulations requiring[20] that the sidewalks be kept free from obstructions. The city[30] ordinance provides that any person failing to observe this regulation[40] is subject to prosecution.

It becomes my duty, therefore, to[50] notify you that hereafter this law will be strictly enforced. Yours[60] truly, (61)

10. H. R. Hackett, Charleston, South Carolina.

Dear Sir: Mr. Harter, our salesman in the northern territory,[10] with headquarters at St. Paul, has wired his resignation, to[20] take effect at once. He gives no reason, and he[30] does not specify any date on which he will return[40] to the wholesale house.

I have sent Simmons to take[50] over the work until we can make a permanent appointment.[60] Yours truly, (62)

11. Peter C. Hadley, Chicago, Illinois.

Dear Sir: I do not understand Harter's sudden resignation, but[10] under the circumstances you have made a wise decision in[20] sending Simmons to St. Paul as a substitute.

I shall[30] be in Chicago on Wednesday morning and I shall investigate[40] the matter then. Yours truly, (45)

12. Henry Nash & Company, Greenville, New Hampshire.

Gentlemen: It is a pleasure to report that our foundry[10] can make the castings you require, in exact accordance with[20] your specifications.

We enclose a blank for your signature. Please[30] return

it promptly, together with any comments you wish to[40] make in regard to your original drawings. Yours very truly, (50)

13. Max Gibson & Company, Paterson, New Jersey.

Gentlemen: The supply of raw material for our product in[10] the North is getting scarce, and freight rates are so[20] high that importing it is very expensive.

The Universal Supply[30] Company has made an attractive offer for our warehouse on[40] Liberty Street, and possibly we can sell our entire plant.[50]

Would you be in sympathy with a plan for selling[60] out here and moving nearer to a source of raw[70] material? Sincerely yours, (73)

14. C. S. Morris & Son, Reno, Nevada.

Gentlemen: We are sending you today our annual catalogue with[10] our new price list of all articles we manufacture.

Please[20] note that prices in certain lines, notably electricians' tools, are[30] substantially reduced.

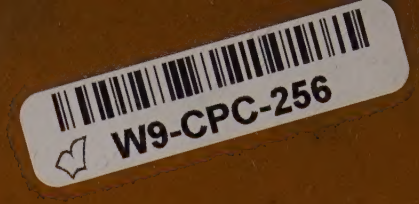
We show a greater variety in the varnish[40] section than formerly, and our improved process of manufacture makes[50] the quality even better than before.

We are allowing an[60] extra 2 per cent discount on all orders reaching us[70] before March 1. Very truly yours, (76)

15. H. D. Bryant, St. Louis, Missouri.

Dear Sir: We have planned to open an agency in[10] Omaha to care for our business in Nebraska and Kansas,[20] possibly including Colorado.

If you care to go farther west[30] and would like this location, please write us at once[40] or call on our Missouri manager at Springfield. Yours truly, (50)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